PBUM_S002E(Rev002;130530)

Backoffice setting

For Retail POS

POPS

POSBANK®

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LOGIN

Start BACKOFFICE

1. Login Screen

[Login screen]

Operate the program by clicking Utong Backoffice icon on your desktop.
When BackOffice login window appears, enter your user code and user passwords, and click **LOGIN.**

2. Connection Setting

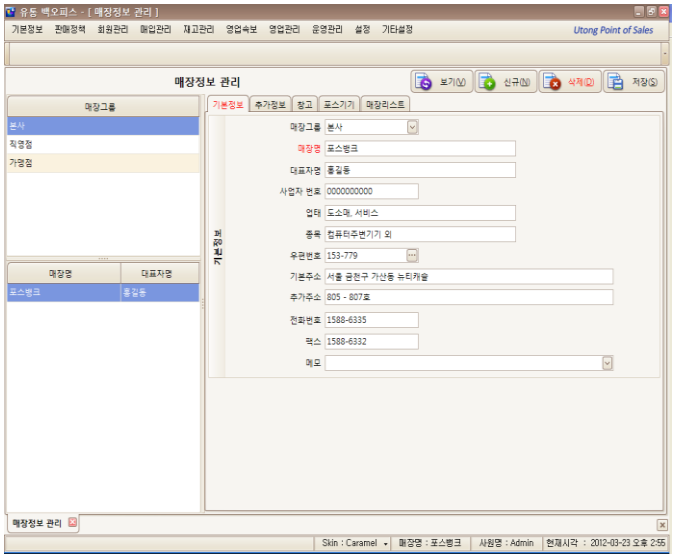
[Menu for connection setting]

1. SQL Server: Connect directly to DB.
2. Web Service: Connect to DB using middleware. You may select one of the two connection methods above in order to connect to DB.

BASIC INFORMATION

1. Store

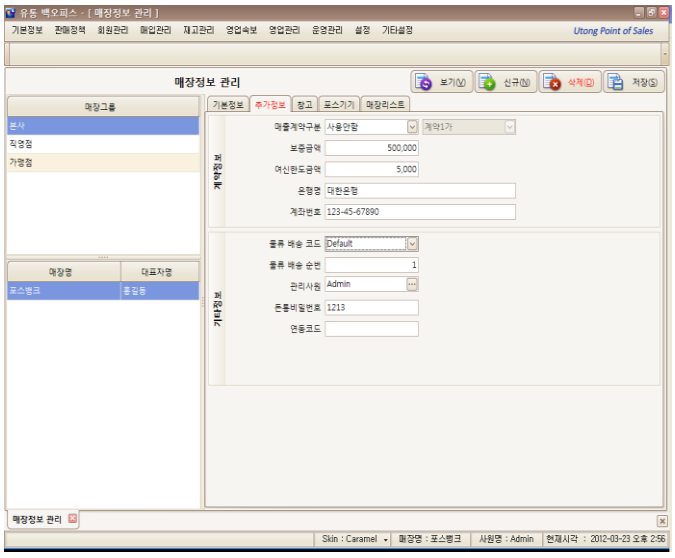
1.1 Basic Information



[Menu for managing basic store information]

1) Store Group: Select a store group that has been registered.
2) Store Name: Enter a store name.
3) Name of CEO: Enter the name of a store's CEO.
4) Business number: Enter a store's business number.
5) Category: Enter a store's sales category.
6) Sector: Enter a store's sales sector.
7) Zip code: Enter a store's zip code.
8) Primary address: Enter a store's primary address.
9) Additional address: Enter a store's additional address.
10) Phone: Enter a store's phone number
11) Fax : Enter a store's fax number

1.2 Additional Information

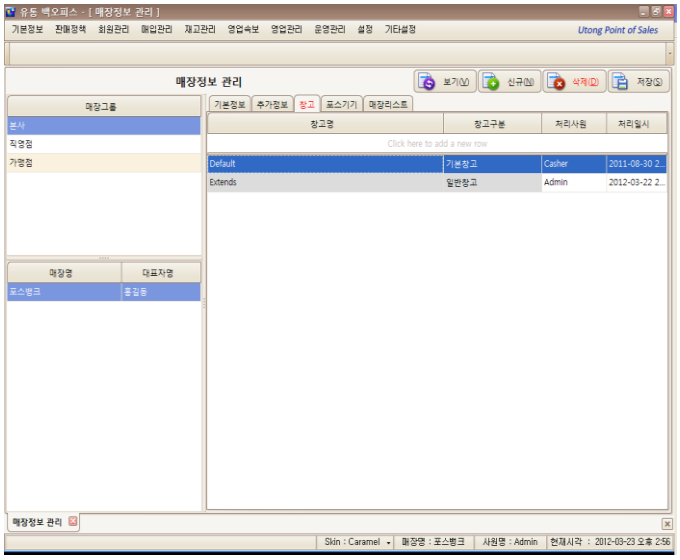


[Menu for managing a store's additional information.]

1) Sales Contract: Select among Recent Price, Price Level, and Disable.
2) Guaranteed Amount: Enter a guaranteed amount.
3) Credit Limit: Enter a credit limit.
4) Bank Name: Enter a name of a bank.
5) Account number: Enter an account number of a bank.
6) Shipping code: Enter a shipping code.
7) Shipping order: Enter a shipping order.
8) Manager: Select a manager from employees registered on Manage Employee Information.
9) Cash drawer password: Enter a cash drawer password.
10) Integrated Code: Enter a store's integrated code.

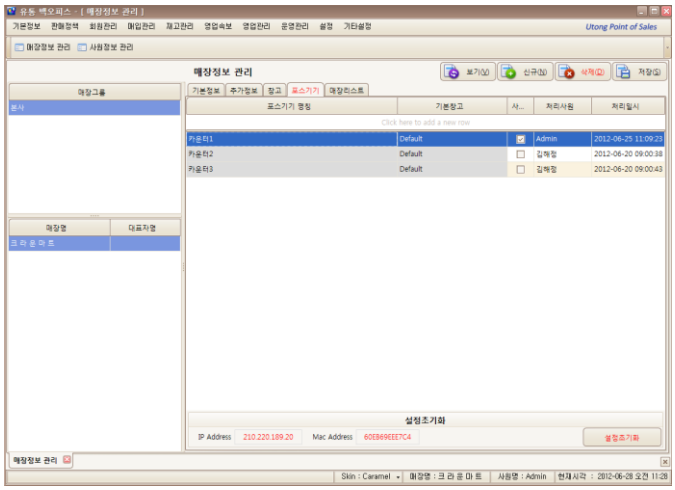
1. Store Information

1.3 Warehouse



Menu that helps to manage a store's warehouse.

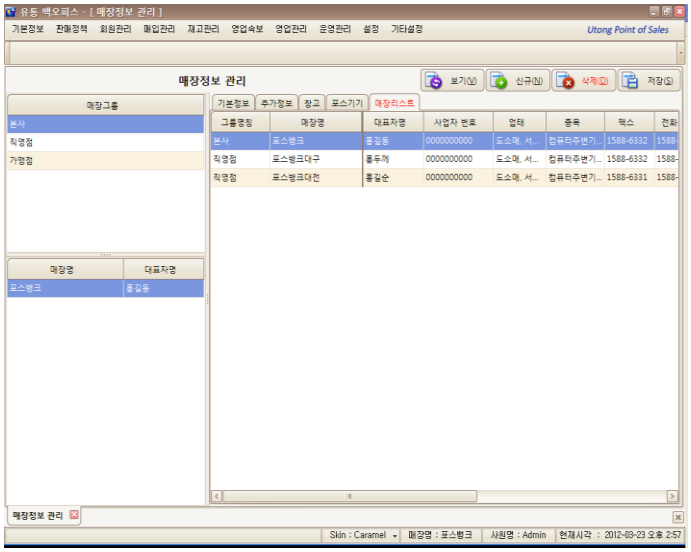
1.4 POS device



Menu that helps to manage a store's POS device.

1. Store Information

1.5 Store List



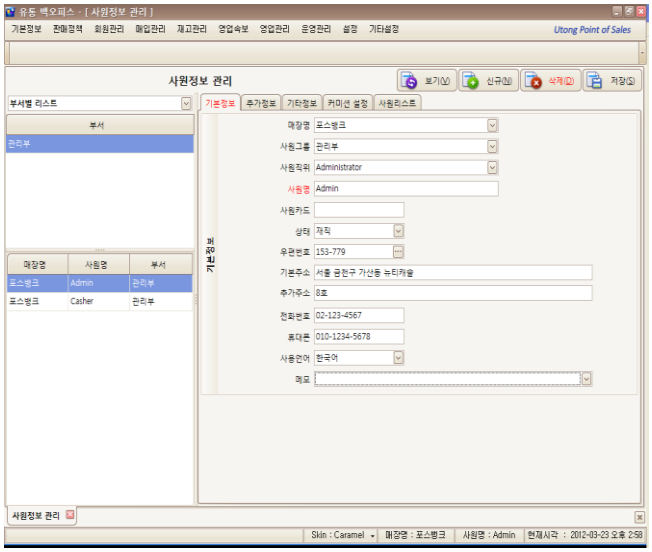
Menu that helps to check the store list of a store.

Menu that displays a store's basic information that belongs to the store group.

1. If you select a grid of a store, it will lead you to the basic information screen.

2. Employee

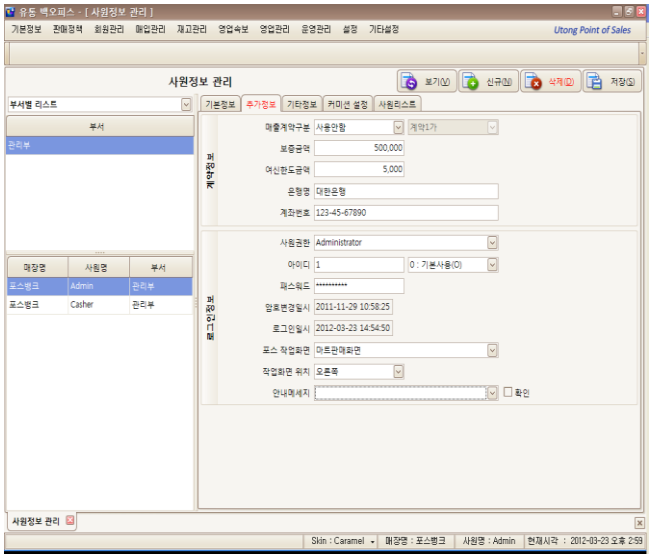
2.1 Basic Information



Menu that helps you to manage an employee's basic information.

1) Store Name: Name of a store that an employee belongs to.
2) Employee group: Select a group of an employee.
3) Position: Select an employee's position.
4) Name of employee: Enter a name of an employee.
5) Employee card: Enter an employee's card number.
6) Status: Select if an employee is "In position", "resignation", or "leave of absence".
7) Zip code: Enter an employee's zipcode.
8) Primary address: Enter an employee's primary address.
9) Additional address: Enter an employee's additional address.
10) Phone: Enter an employee's phone number.
11) Cell phone: Enter an employee's cell phone number.
12) Language: Select a language an employee will use on POS.

2.2 Additional Information

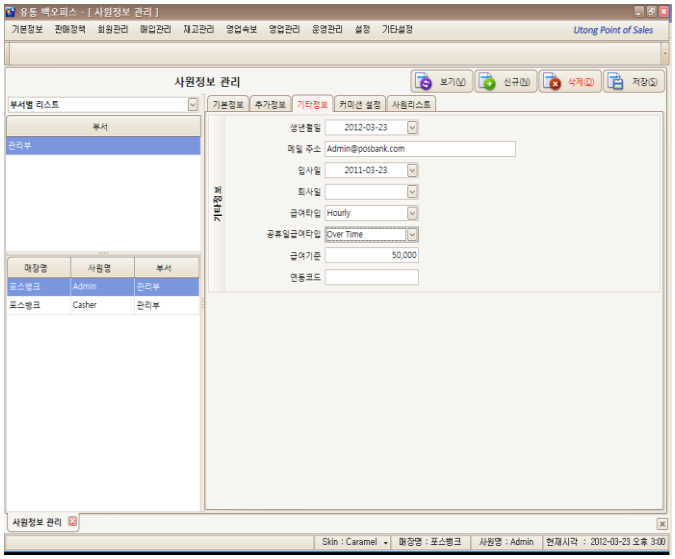


Menu for managing an employee's additional information.

1) Sales Contract: Select among Recent Price, Price Level, and Disable.
2) Guaranteed Amount: Enter a guaranteed amount.
3) Credit Limit: Enter a credit limit.
4) Bank Name: Enter a name of a bank.
5) Account number: Enter an account number of a bank.
6) Security level: Select if an employee will use or not.
7) ID: Enter the ID used for Login.
8) Password: Enter the password for Login.
9) Password Changed Date: Enter the date a password was changed.
10) Login date: Enter the most recent login date.
11) POS Screen Type: Select the POS screen type.
12) POS Screen Layout: Select the layout for POS screen.
13) Announcements: Write announcements an employee needs to see after login.

2. Employee

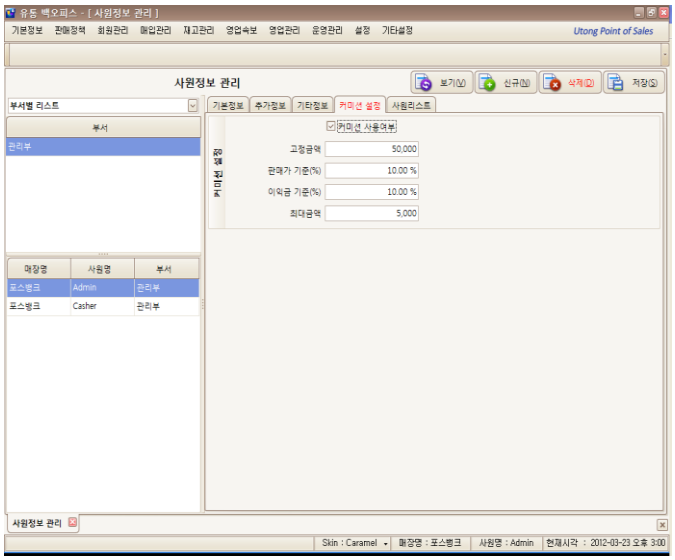
2.3 Other Information



Menu for managing an employee's other information.

1) Date of Birth: Enter an employee's date of birth.
2) E-mail address: Enter an employee's e-mail address.
3) Date of Hire: Enter an employee's date of hire.
4) Date of Resignation: Enter an employee's date of resignation.
5) Pay Type: Select an employee's pay type from Hourly, Monthly, or Daily.
6) Holiday Pay Type: Select if Over Time.
7) Pay Rate: Salary is based on the settled salary type.

2.4 Commission

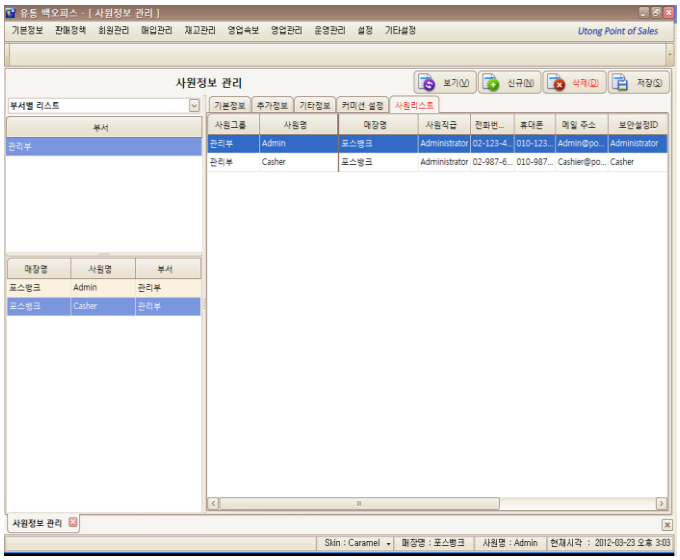


Menu for managing store's commission.

1) Use Commission: Select if you will use commission or not.
2) Fixed Amount: Set up a fixed amount for commission.
3) By Price (%): Enter commission based on sales price (%).
4) By Margin (%): Enter commission based on margin (%).
5) Maximum amount: Set up a maximum amount of commission.

2. Employee

2.5 Employee List



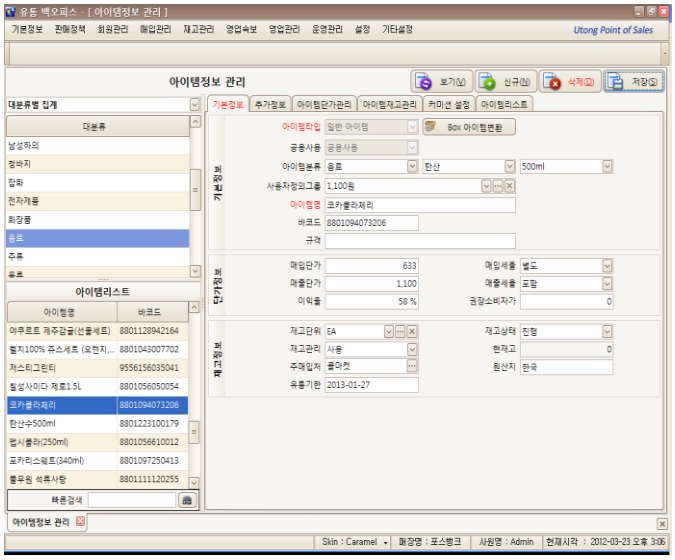
Menu for managing store's employee list.

Select if you want to research registered employee's position (employee name, position, security settings, processing date).

1. Selecting the Employee List tab will lead you to the basic information screen.

3. Item

3.1.1 Basic Information

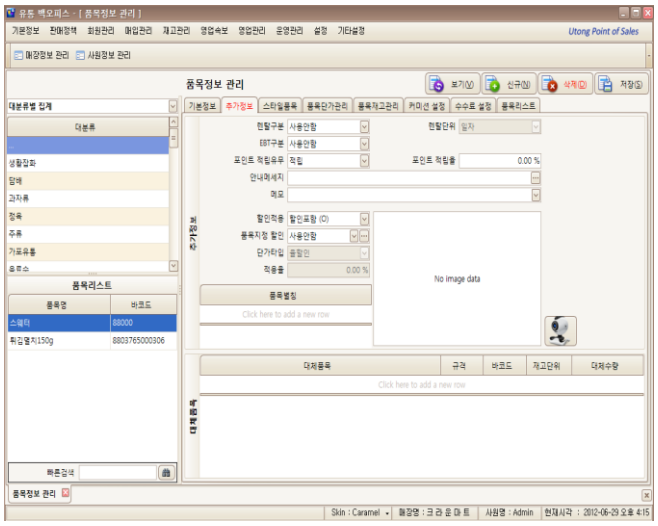


Menu for managing basic information of an item.
(Main Category, Count Item Type, Total by Supplier)

1) Item Type: Select from General item, Serial item, Bundle item, BOX item, Style item, Weight items
2) Public Use: Select between public use and individual use.
3) Item Category: Select an item's category. (Main/Middle/Sub)
4) User Defined Group: Enter the group a user wants to define.
5) Item Name: Enter the name of item that you want to create.
6) Barcode: Enter an item's barcode.
7) Specification: Enter an item's specification.
8) Unit Price: Enter an item's unit price.
9) Cost Tax: Select if an item was duty-free, tax-included, or tax-exempt when purchased.
10) Profit Margin: Enter item's profit margin in percentage.
11) Sales tax rate: Select if an item was duty-free, tax-included, or tax-exempt when you will sell.
12) Sales Price: Enter an item's sales price.
13) MSRP: Enter an item's MSRP.
14) Inventory Unit: Select an item's inventory unit.
15) Inventory Status: Select if an item's status is "In Stock", "Out of Stock", or "Discontinued".
16) Inventory Control: Select if you will use Inventory Control or not.
17) Inventory on Hand: Search the inventory on hand.
18) Main Supplier: Select a main supplier by clicking the icon on the right side.
19) Origin: Enter an item's origin.
20) Expiration Date: Enter an item's expiration date.

3. Item

3.1.2 Additional Information

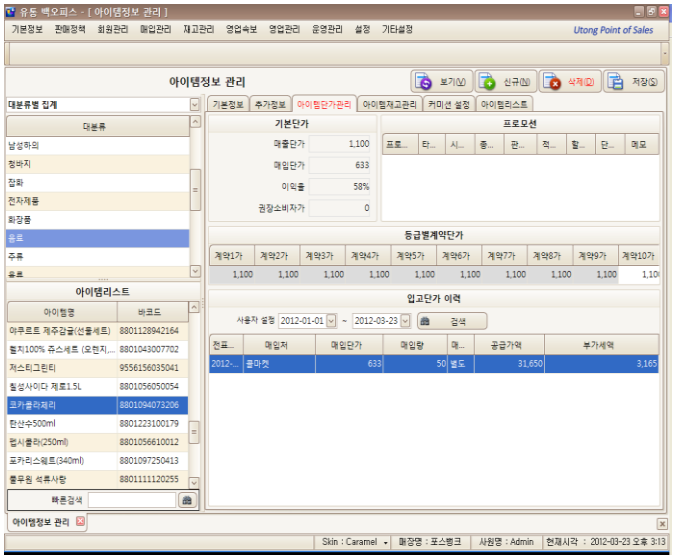


Menu for managing an item's additional information.

1) Rental Type: Select whether or not rental sale will be enabled.
2) Rental Unit: Select the rental based on time and date.
3) EBT: Select EBT.
4) Saving Points: Select if you will save points.
5) Points Earning: Enter the points earning in percentage.
6) Announcement: Announcement that will display during sales.
7) Discount: Select if discount will be enabled.
8) Item Defined Discount: Select if item defined discount will be enabled.
9) Price Type: Select the Price Type from 'Event Discount' and 'Set Amount'.
10) Value/Amount: Enter Value in percentage or actual amount for Amount.
11) Alias: Enter an item's alias.
12) Substitutes: Enter substitutes and manage.

3. Item

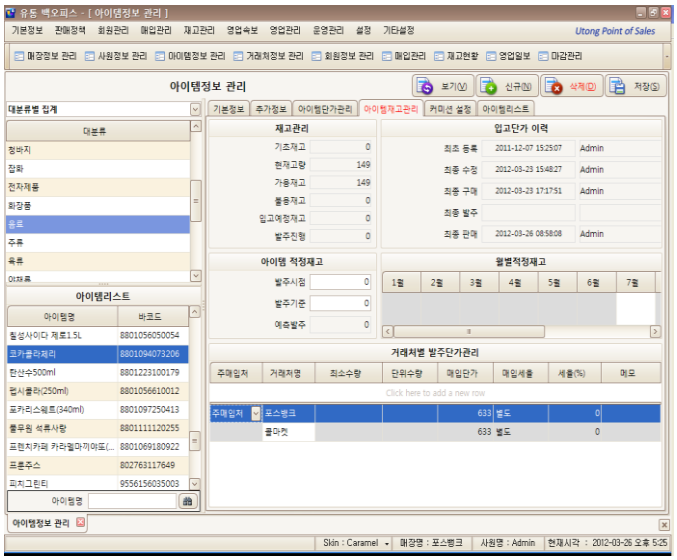
3.1.3 Item's Unit Price



Menu for managing an item's unit price.

1) Unit Price: Search sales price, cost, profit margin, and MSRP.
2) Promotion: Search the selected item's promotion information.
3) Item Price Mgmt. by Level: Apply item price managed by level.
4) Cost History: Search an item's cost history.

3.1.4 Inventory Control

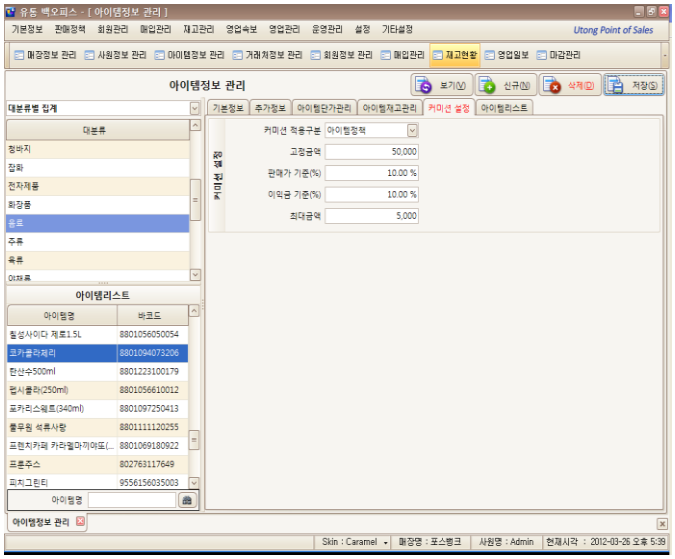


Menu for managing an item's inventory control.

1) Inventory: Search an item's beginning inventory, inventory on hand, etc.
2) Item's optimal inventory:
   - Reorder point: minimum amount for purchasing an order.
   - Reorder level: Optimal inventory amount.
   - Estimated PO O'ty: Amounts based on automatic purchase orders.
3) Cost history: Search unit price depending on receiving, purchasing, or point of sale.
4) Monthly optimal inventory: Enter an item's monthly optimal inventory.
5) Unit price by supplier: Manage unit prices by supplier.

3. Item

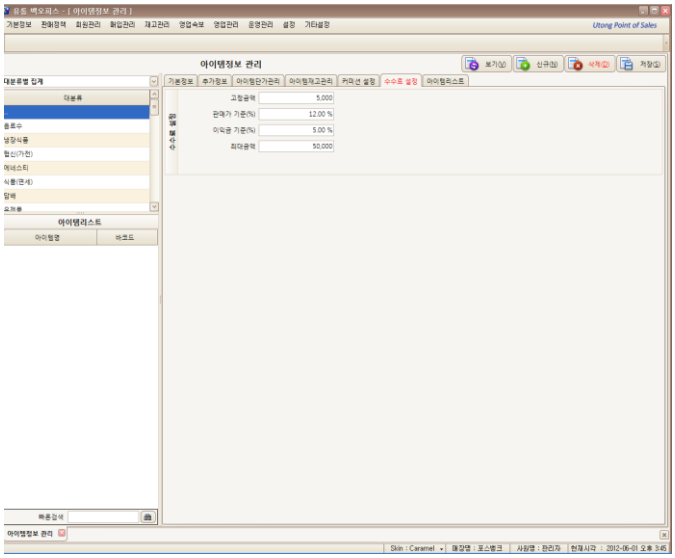
3.1.5 Commission



Menu for managing an item's commission.

1) Commission Use: Select if you will use commission or not.
2) Set amount: Enter a set amount.
3) By Price (%): Enter commission that will occur by sales price.
4) By Margin(%) : Enter commission that will occur by margin.
5) Maximum Amount: Enter the maximum amount of commission.

3.1.6 Fees

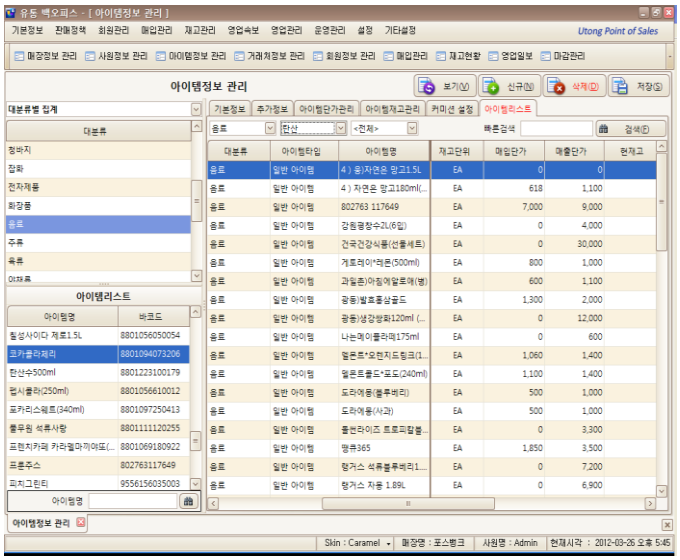


Menu for managing item fees.

1) Set Amount: Enter a set amount for fees.
2) By sales price (%): Enter how much fee in percentage will occur when calculated by sales price.
3) By margin (%): Enter how much fee in percentage will occur when calculated by margin.
4) Maximum amount: Enter the maximum amount of fees.

3. Item

3.1.7 Item List

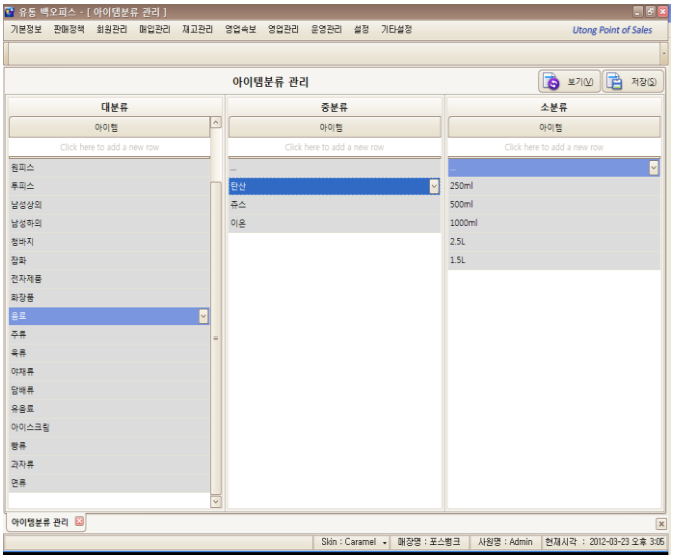


Menu for checking information for item list.

Menu for searching registered items.
- Select category and Quick Search, and click **Search.**

3. Item

3.2 Item Category

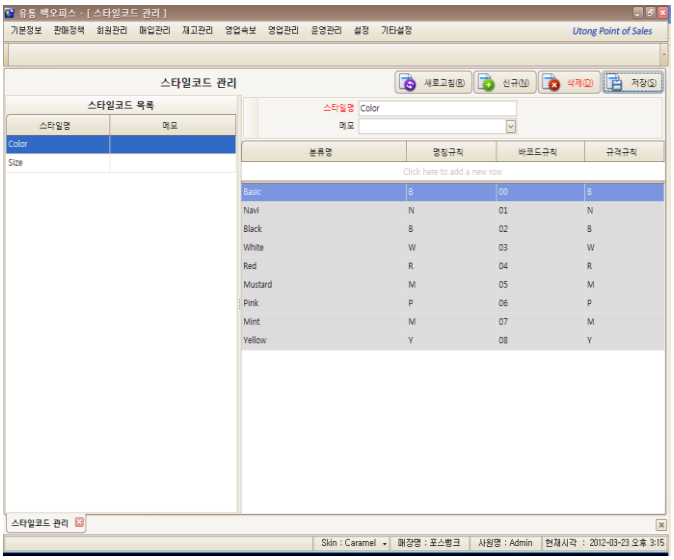


Menu for managing Item Category.

This is the menu used for managing an item's category.

1. Search and select category by Main, Middle, and Sub category.
2. You may create a new category by typing in '**Click here to add a new row**'

3.3 Style Code



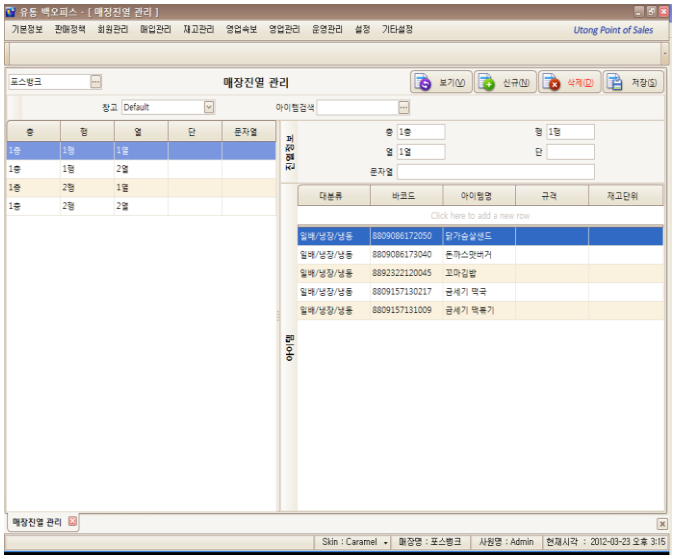
Menu for managing Style Code.

This is the menu that manages style code applying to an item.

1. Create a style code and manage. EX) Size / Color
2. Written style codes are applied to items for use.

3. Item

3.4 Store Display



Menu for managing store display.

This is the menu that helps you to manage the store display for an item.

1. Manage the display location of items using floor/row/column/string

3.5 Optimal Inventory

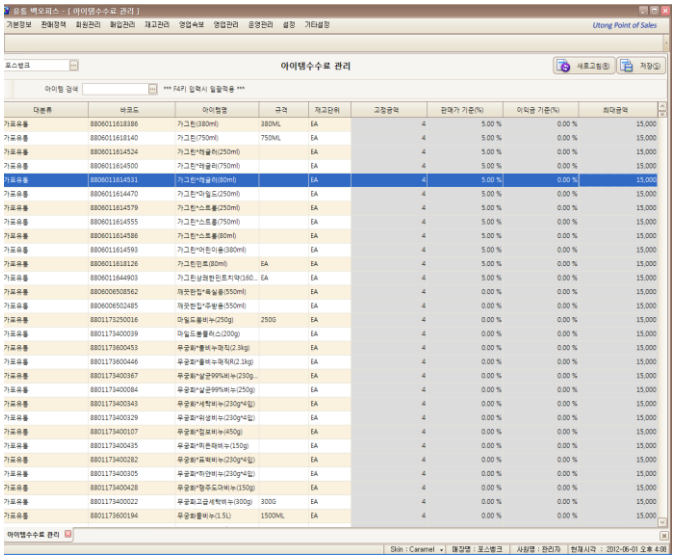
Menu for managing optimal inventory by item.

This is the menu you can check and enter optimal inventory of an item.

1. Select an item, and click 'View' on the right upper side.
2. Enter optimal inventory from January to December based on Reorder Point and Reorder Level, and save.

3. Item

3.6 Manage Item Fees

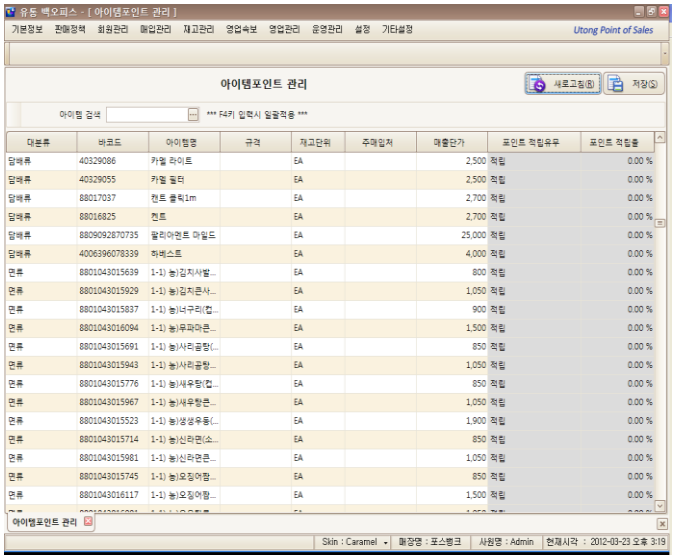


Menu for managing item fees.

This is the menu used for managing item fees.

1. Search an item, and manage item fees creating fixed amount/ By price/ By margin/ maximum amount.

3.7 Item Points



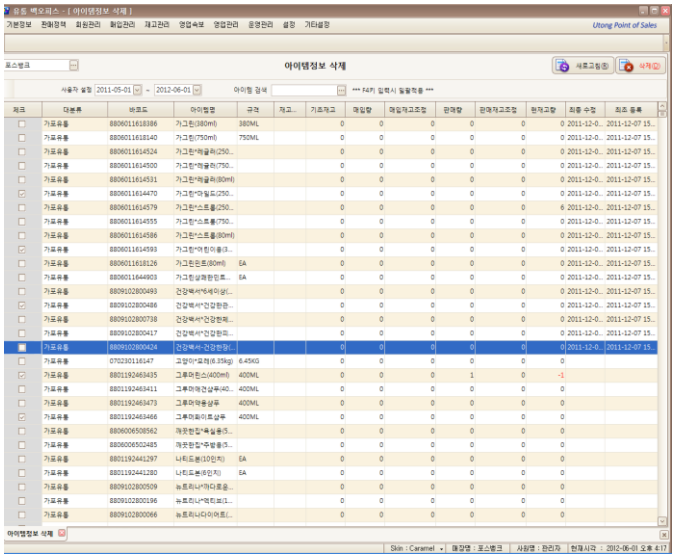
The menu for managing accumulation for item points.

This is the menu for managing item points that will be given to customers.

1. Search an item, and manage item points.

3. Item

3.8 Delete Item Information

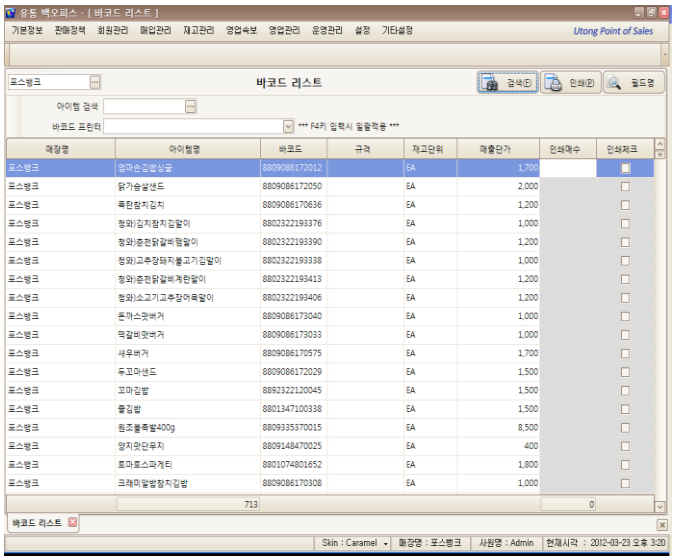


The menu for deleting items.

This is the menu that user may search and delete an item.

1. Search an item, select and delete it.
2. You may change a deleted item after you search an item by item information/list/deleted data.

3.9 Barcode list



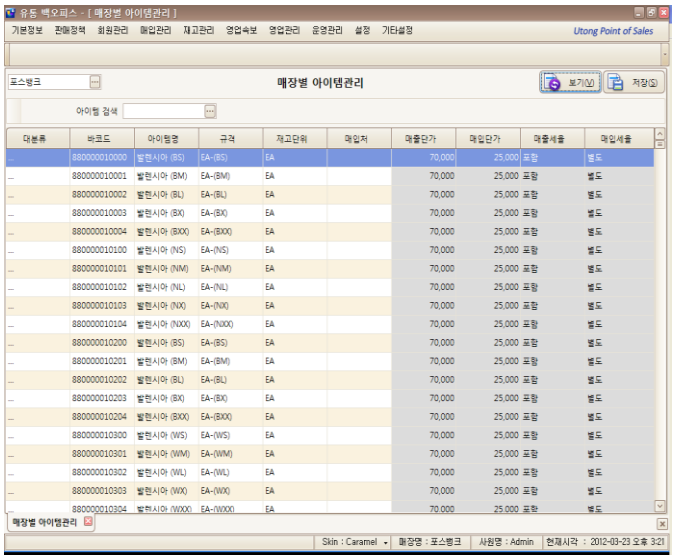
The menu used to output a barcode of an item.

This is the menu user can search and output of a barcode of an item.

1. You may print out after you finish setting type/printer/page.
2. Click **Field Name**, and cony on xml file in "C:\Program Files\UTong\BarcodeType" to add or modify.

4. Unit Price

4.1 Item Management By Store

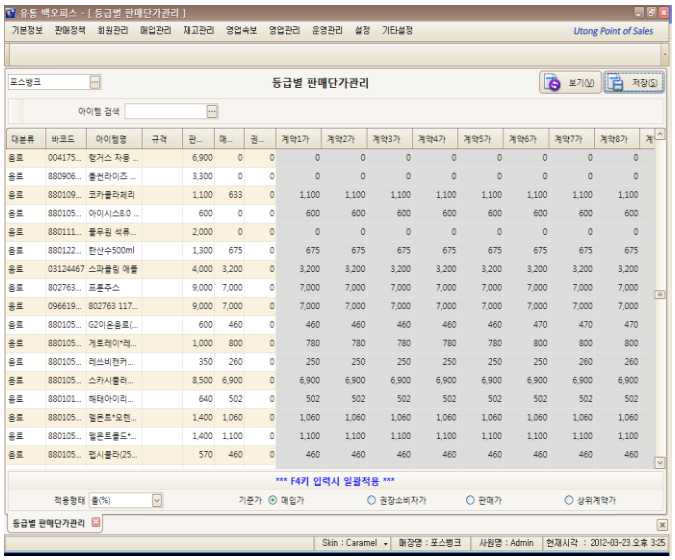


Menu for managing Item Management by each store.

This is menu for managing Item Management by each store.

1. Select an item to manage sales price, cost, sales tax, and cost tax information.

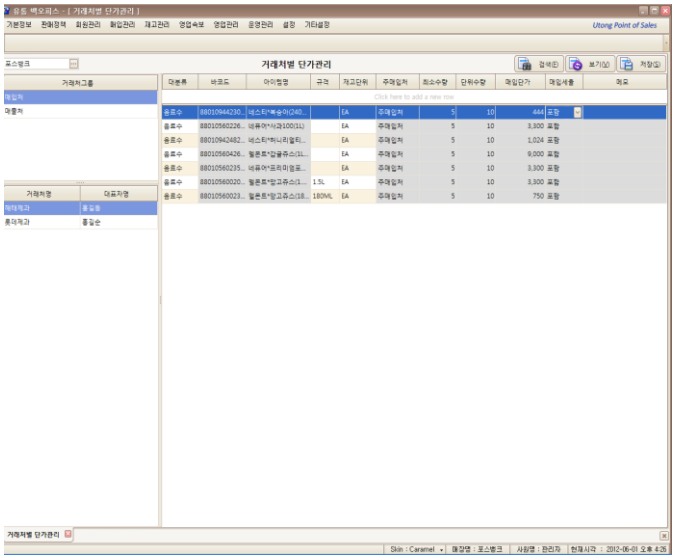
4.2 Item Price Management By Level



Menu for managing Item Price Management by each level.

4. Unit Price

4.3 PO price by Supplier



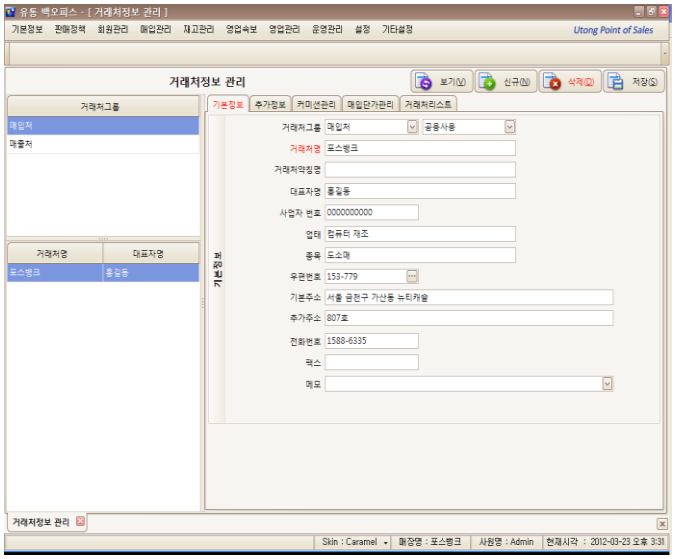
Menu for managing PO price by supplier.

This is the menu for managing PO price by supplier.

1. Search products and save by ordering required quantity unit price, and tax rate.

5. Supplier

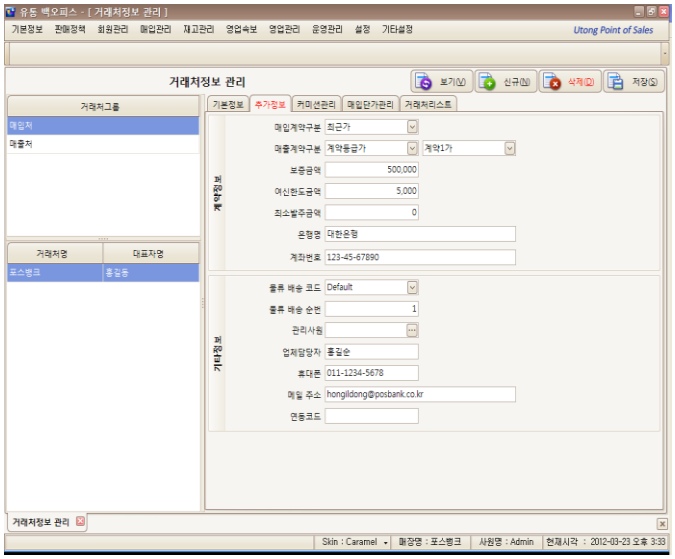
5.1 Basic Information



Menu for managing basic supplier information.

Related stores and accounts (purchase / sales)
To manage the registration screen.
1) Customer Group / Customer / Contact, etc.

5.2 Additional Information

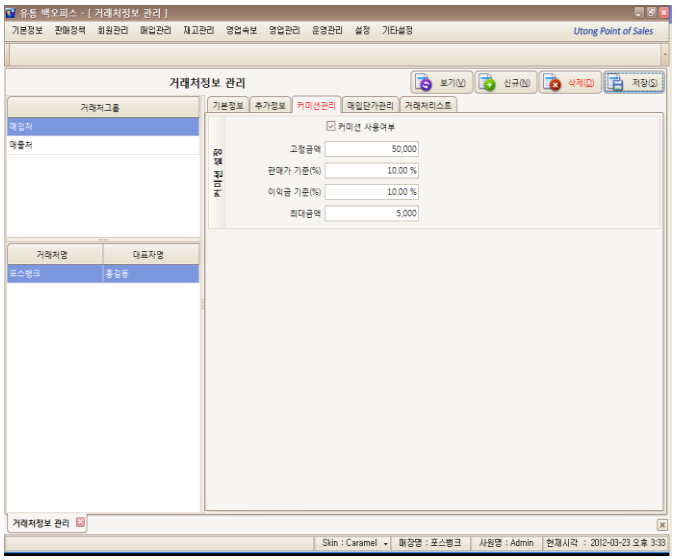


Menu for searching additional supplier information.

1) Customer and purchase / sales contracts, manage information required for registration.
2) Logistics and customers are required to administer registration and other information for management.
3) Interworking code: Registration code used outside.

5. Supplier

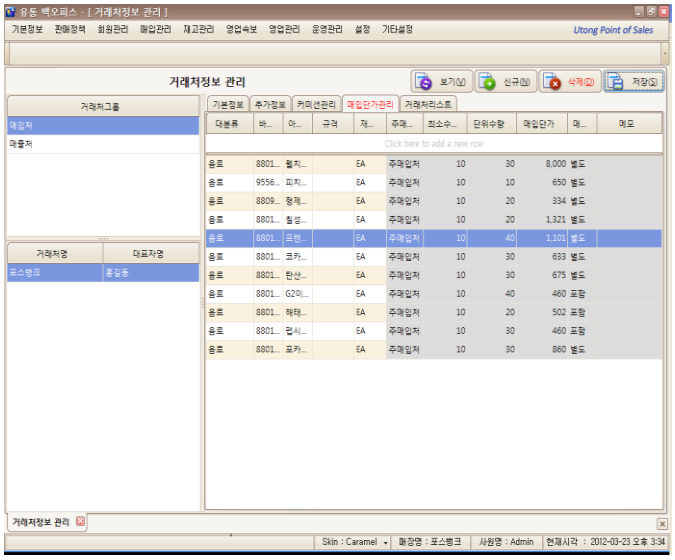
5.3 Commission



Menu for managing commission.

1) Manage commission for suppliers which contracts are made based on commission.

5.4 Cost



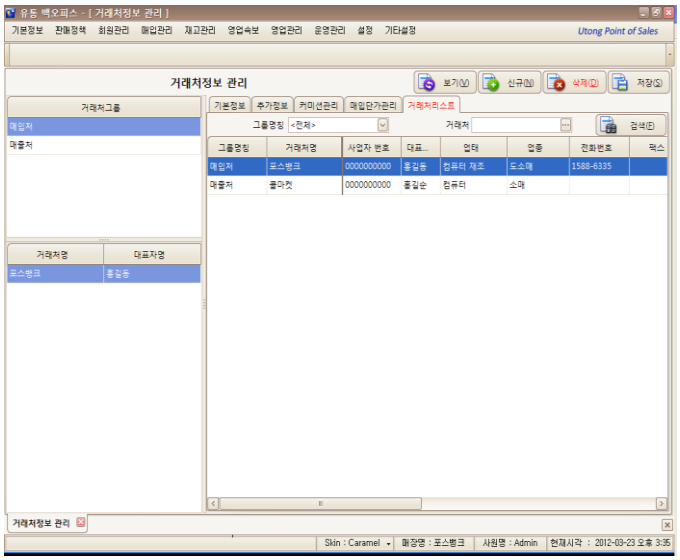
Menu for managing costs.

Manage required cost, minimum quantity, and unit quantities of items from suppliers.

1) New Deal items registered on the 'Click here to add a new row' management, and the existing registered products.

5. Supplier

5.5 Supplier List

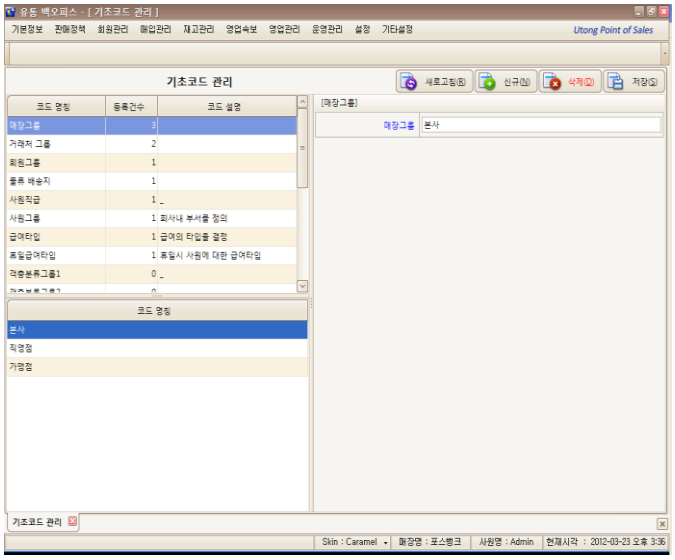


Menu for searching supplier's basic information.

Menu for searching suppliers registered in the program.

6. Other Management

6.1 Basic Code



Menu for managing basic code.

Menu for managing various basic codes used for BackOffice and POS.

1. Select a code name on the upper left side.
2. Select a code name on the lower left side.
3. Save after entering in the blank on the right.

Group code is not possible to add or change, because it is operated by system.

6.2 Account Title

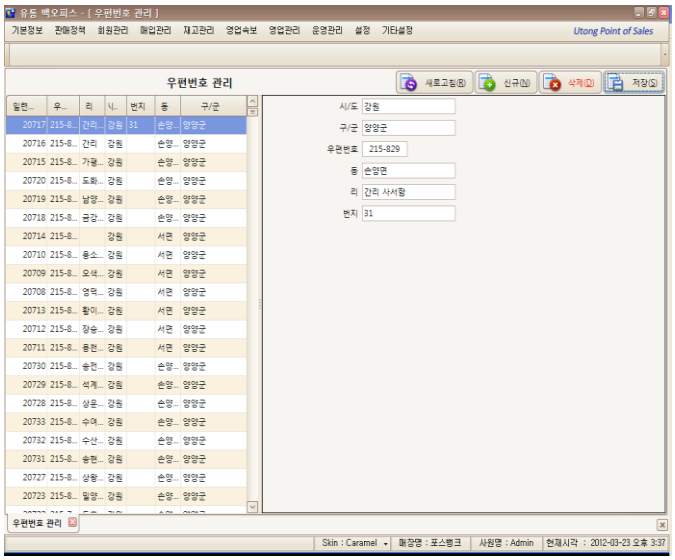
Menu for entering and searching account title Information.

This is the menu for entering and searching account title Information, which is used for purchase, sales, and accounting.

1. Select a name of tile on the left side.
2. Enter and change information on the right and save.

6. Other Management

6.3 zip code

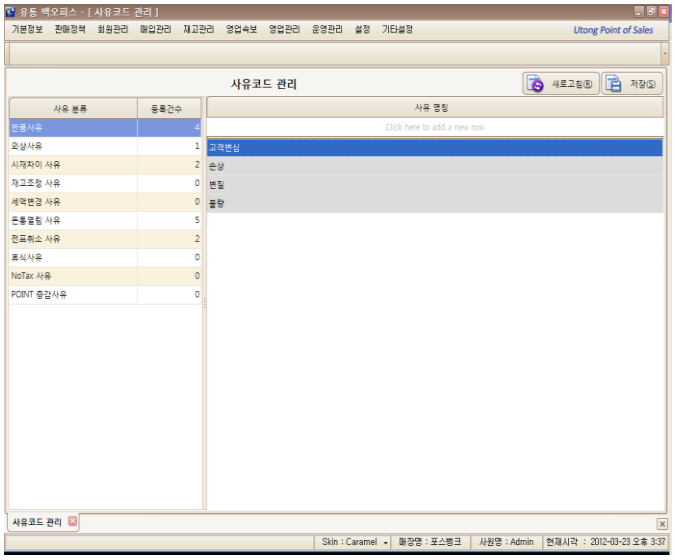


Menu for managing zip code.

This is the menu for searching and managing zip code.

1. Select a zipcode on the left, make change and save.
2. Click the [New] button, and add a zip code

6.4 Reason Code



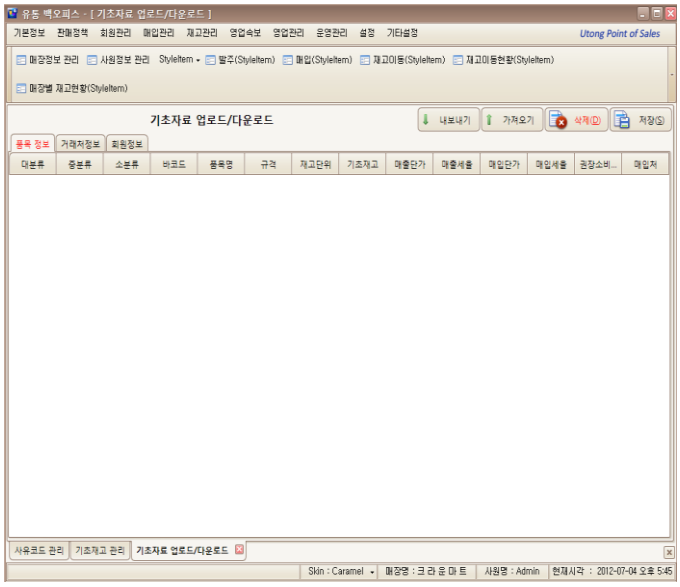
Menu for managing Reason code.

Select when you seaerch a Reason code. Reason category is created and managed in the basic code.

1. Write a reason in the reason name and save. Use when operating a program.

6. Other Management

6.5 Up/Download / Basic /Information

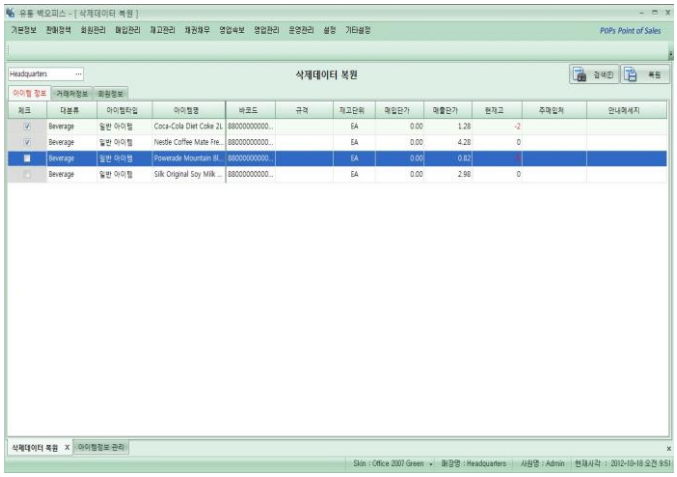


Menu for up/downloading basic information.

This is a menu for Up/Downloading Basic store Information in type which POPs Utong can manage.

1. [export]: Download Information/supplier/ customerInformation/ customer Information
2. [import]
   Upload an excel file on POPs Utong that you make.

6.6 Deleted data restoration

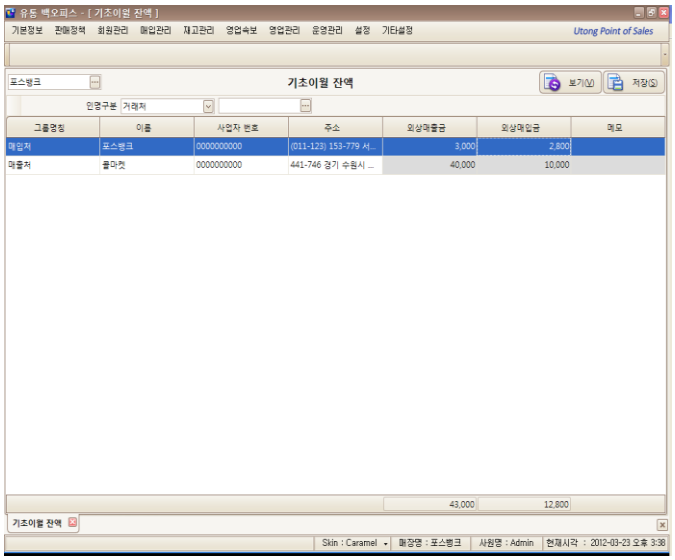


Deleted basic informations (items, accounts, Members) are reused.

1. [search]: selected tap [item/account/membership] are searched.
2. [Restore]:
   Deleted basic informations are restored.

7. Basic Control

7.1 Carryover

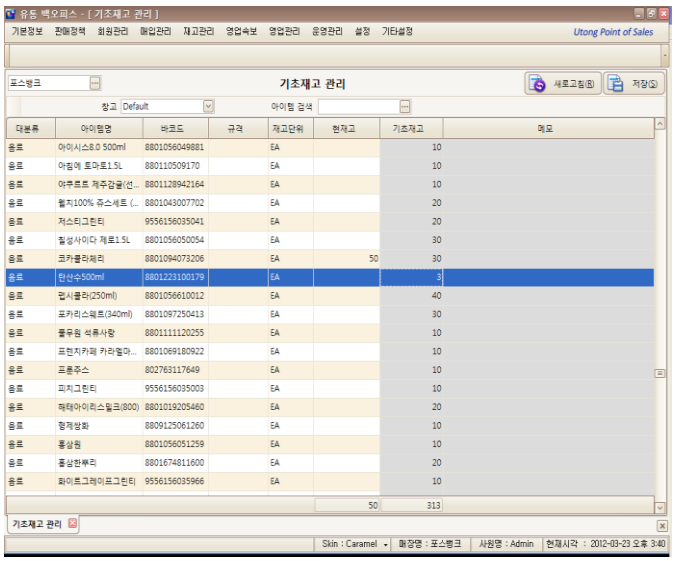


Menu for managing carryover balance. (Sales on credit/purchase amount.)

This is the Menu for managing carryover balance for customer/supplier/customer/employee (Sales on credit/purchase amount.)

1. Personal Type: Select (customer, supplier/customer, or employee) and click 'refresh'.
2. Create Sales on credit/purchase amount for the selected Personal type, and save.

7.2 Beginning Qty



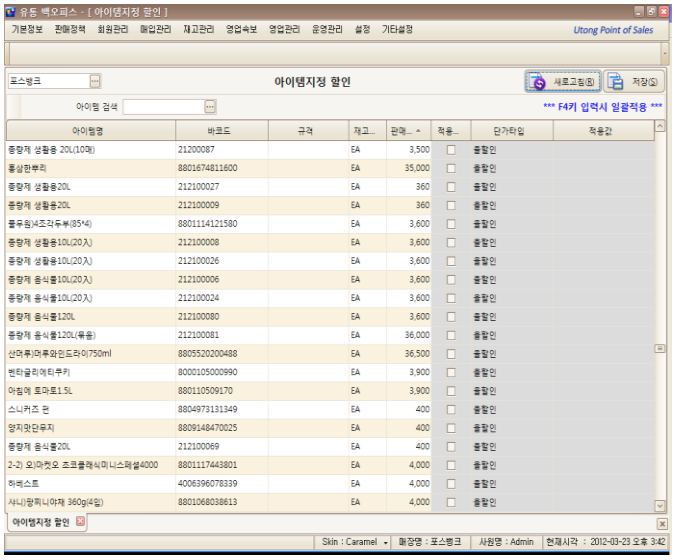
Menu for managing beginning Qty.

1. Menu for managing beginning Qty. Select a warehouse or item, and click the 'refresh' button.
2. Enter Beginning Inventory and memo. Click Save.

STORE POLICY

1. Item Defined D/C

1.1 Item Defined D/C



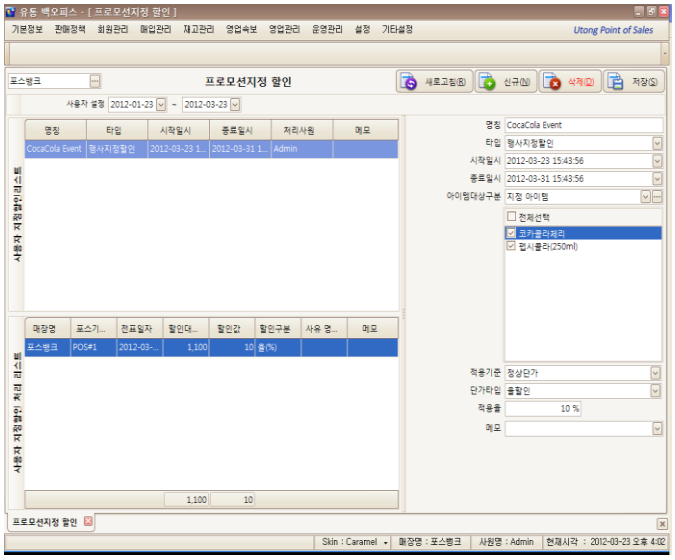
Menu for managing item defined D/C.

Automatically registered items are discounted automatically.

1. Search an item.
2. Select an apply type select, and apply unit price type. Save after entering the amount.

2. Promotion Defined D/C

2.1 Promotion Defined D/C

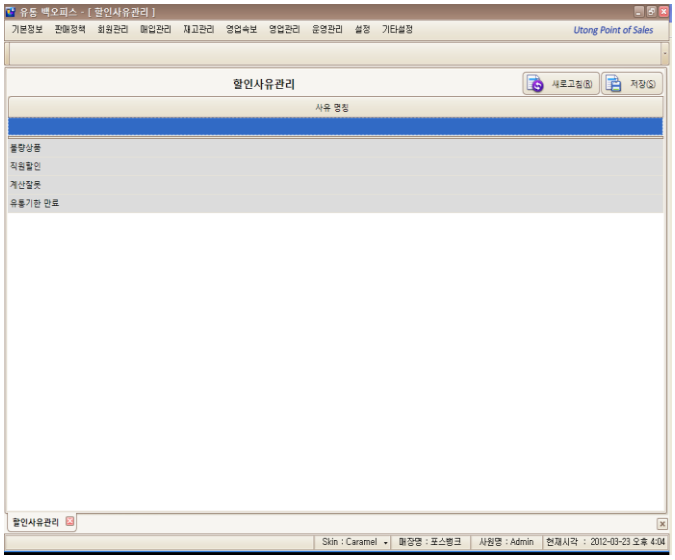


Menu for designating promotion and discount information.

1. Type: Define on POS
   - Event defined discount
   - Discount for item
   - Discount subtotal: processes discount for transaction.
2. Date of Start/End: Period fo discount event
3. Query: Select a discount item from All Item/Main category/Supplier.
4. Apply to: Select one from sale unit price/Adjustment unit price/Purchase, and apply discount.
5. unit price type :
   - Discount rate: (%) discount in percentage
   - Event defined discount : amount of discount
   - Defined amount: Change a sale unit price.
6. Enter applying rate/applying unit price

3. Reason for Discount

3.1 Reason for Discount



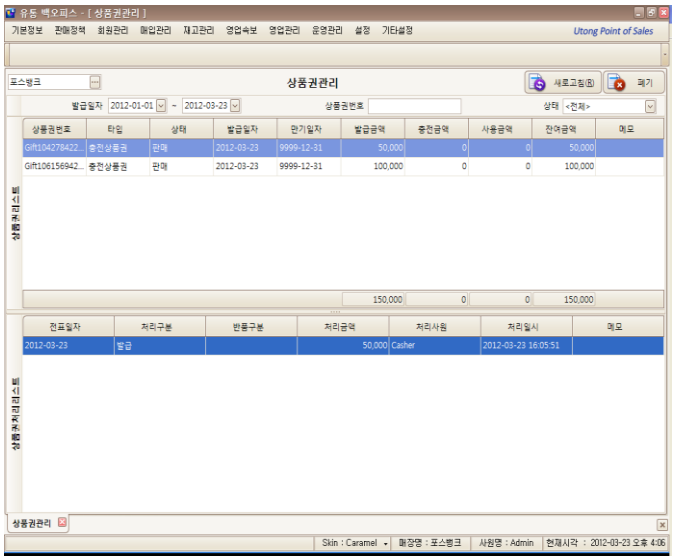
Menu for managing Reason for discount.

This function manages discount reasons that need to be selected on POS.

1. Click **Click here to add a new row** in order to register a reason and save.

4. Voucher

4.1 Voucher

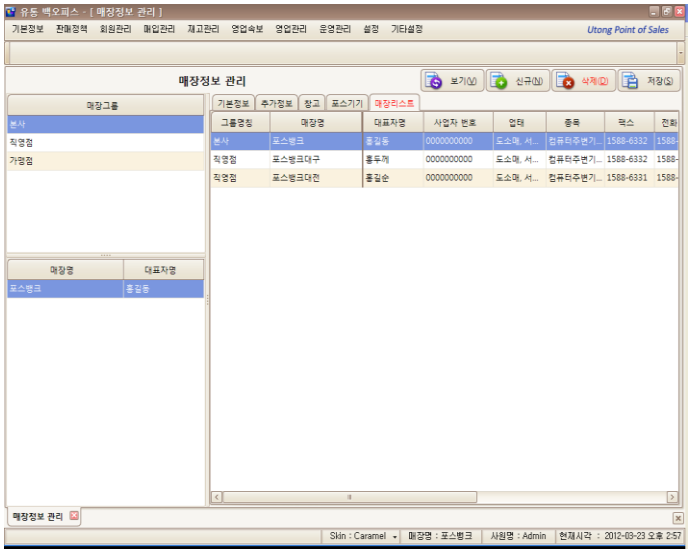


Menu for searching and managing voucher information.

This screen enables searching or discarding voucher information.
1. You may see the voucher information on voucherlist issued on POS.
2. You may find information on the voucherlist.

5. Coupon

5.1 Coupon



Menu for managing coupon Information.

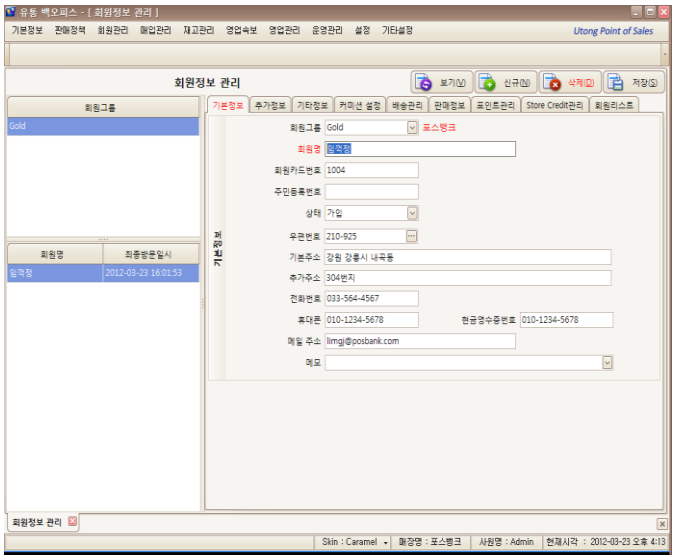
Menu for issuing coupons and searching information regarding coupons.

1. Coupon number : automatic
2. Number of coupon: number of coupons issued.
3. Validation date: Update the period of use.
4. Applying type: Select one between items and transaction.
5. Classify target for coupon item: Select one among All Item/category/Supplier/Designated items, and choose a discount target.
6. Apply by selecting among Selling price/Closing price/Purchase.
7. Unit price type :
   - Discount rate: discount percent
   - Designated event discount : amount discount
8. Select Duplicated D/C.

CUSTOMER

1. Customer Information

1.1 Basic Information



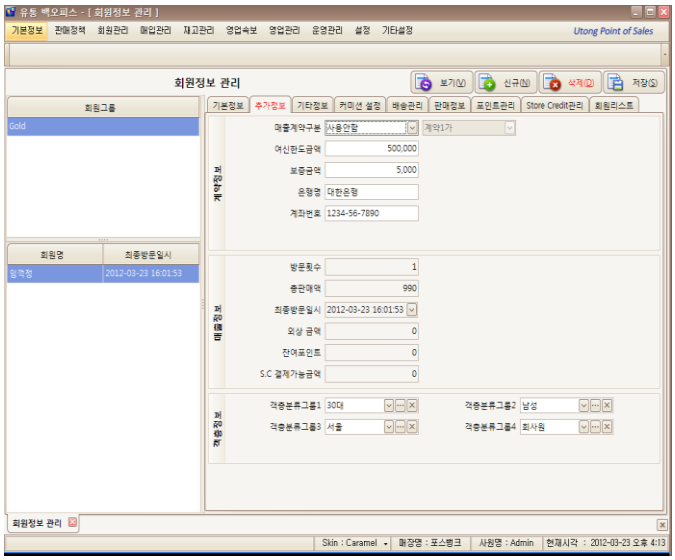
Menu for managing basic Information.

You may register a customer group or a customer's basic information.

You may register a new item by right-clicking customer group grid.

1. Enter or edit basic information of a Customer's name/cardnumber/social security number

1.2 Additional Information



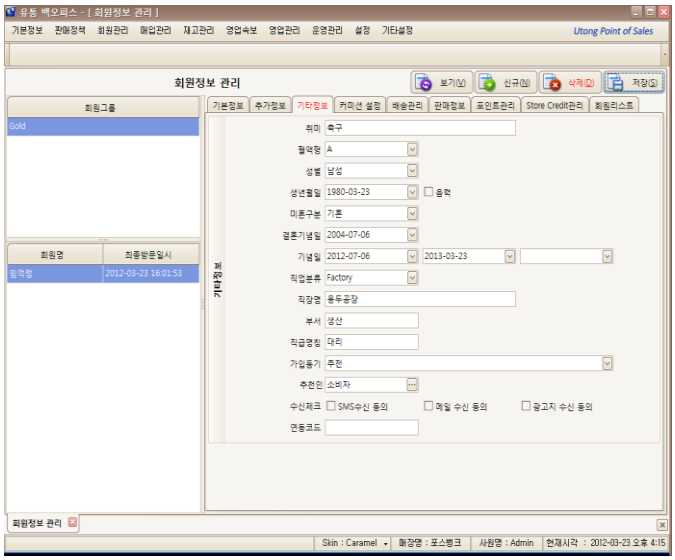
Menu for managing additional Information.

This menu manages additional iformation, such as customer's contract Information/sales Information/classified group Information

1. Classify sales contract: Select the unit price that will be apply when on sales.
2. Amount of credit amount: sales on credit and amount of limit.
3. Amount of deposit: Create deposit.
4. Create bank information.
5. It shows number of visit and contribution level for the store.
6. Create classified group and use for analyzing the classified group information.

1. Customer Information

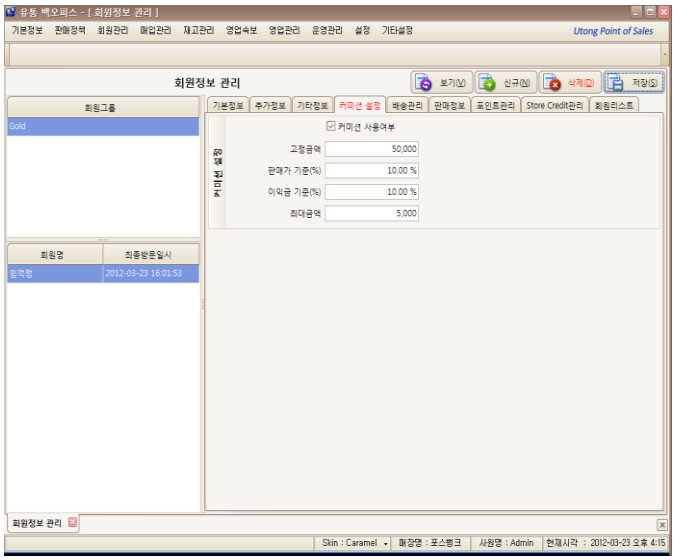
1.3 Other Information



Menu for managing other Information.

This menu enables to manage other information, such as customer's hobby or gender.

1.4 Commission Setup



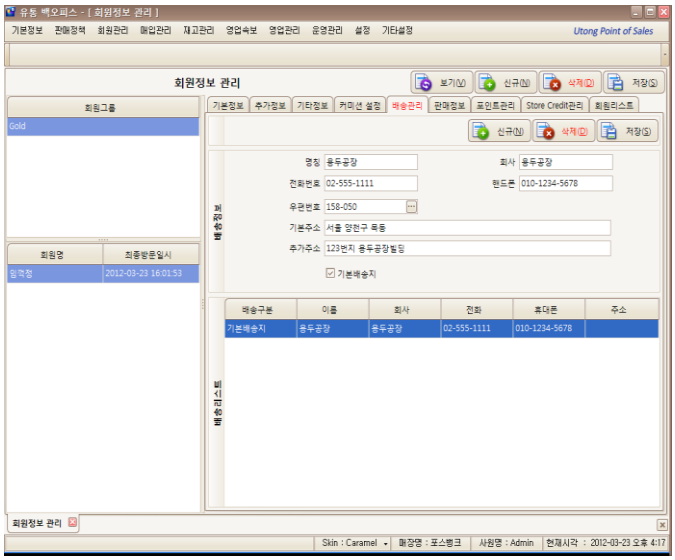
Menu for managing commission Information.

You may create and manage commission by selecting customer and save registered amount on commission information.

1. Use commission: Select if you will use the commission function or not.
2. Fixed amount: Enter a fixed amount of commission.
3. Selling price (%): Enter the commission compared to percentage of selling price.
4. Profit (%): Enter the commission compared to percentage of profit.
5. maximumamount : commission maximumamount enter

1. Customer Information

1.5 Shipping Information

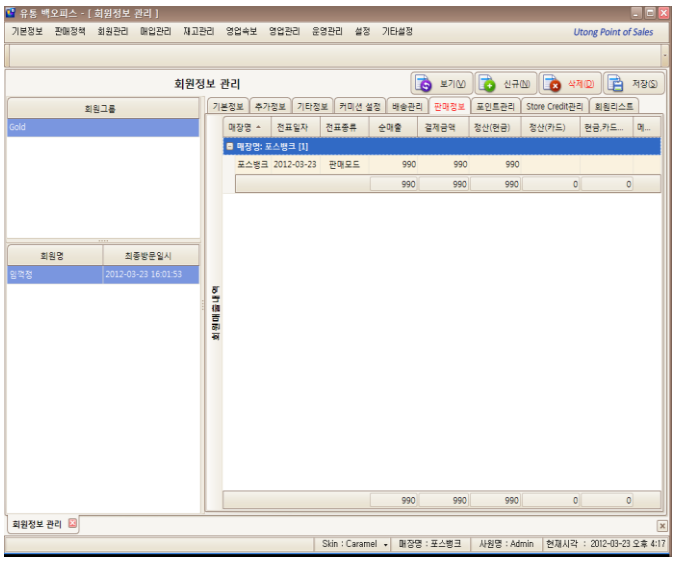


Menu for managing Shipping Information.

Create and manage information for shipping.

1. Shipping information
2. Shipping list: displays a customer's shipping status.

1.6 Sales Information

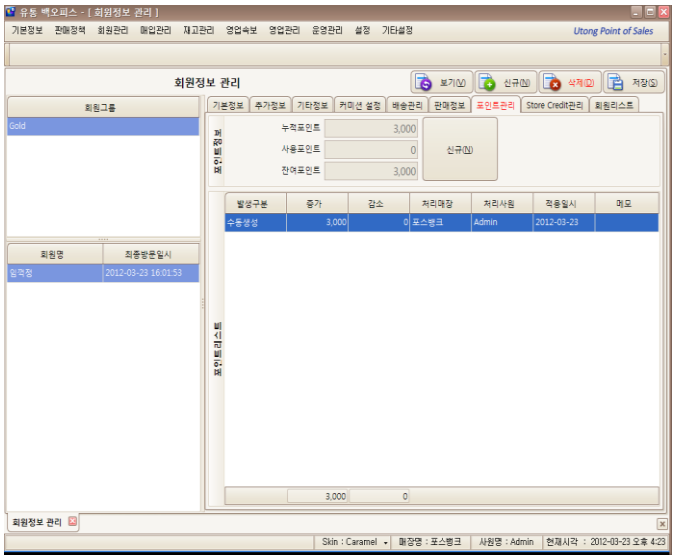


Menu for searching sales information.

This is the menu for searching sales information of a customer.

1. Customer Information

1.7 Point

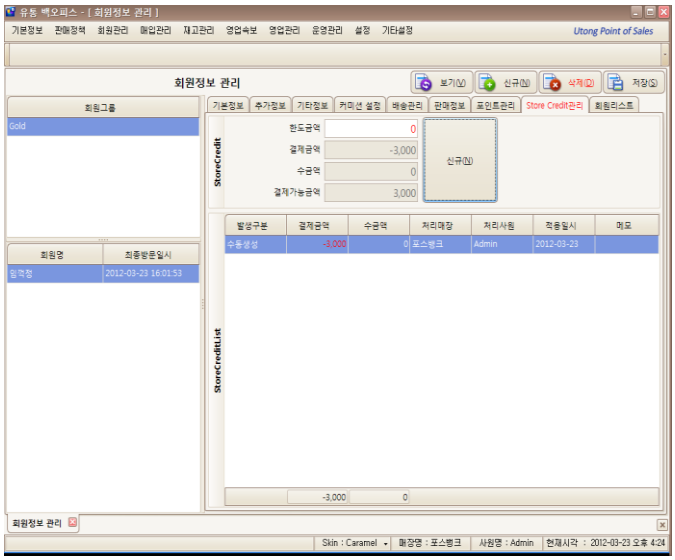


Menu for searching and entering point information.

This menu enables to create and search customer's points.

1. It shows point information, such as accumulated amount/used amount/remaining balance when you select a customer.
2. If you select [New] button, a pop-up window shows up and you may randomly change the value.

1.8 StoreCredit



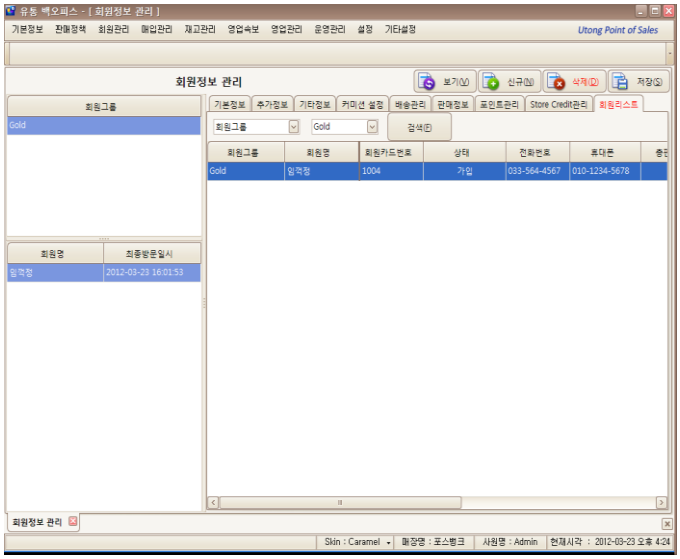
Menu for searching and entering StoreCredit information.

This menu enables to search customer's storecredit and randomly create storecredit.

1. It shows StoreCredit's limit amount payment/collection/possible amount to be paid if you select a customer.
2. If you select [New] button, a pop-up window shows up and you may randomly collect or make payment.

1. Customer Information

1.9 Customer List

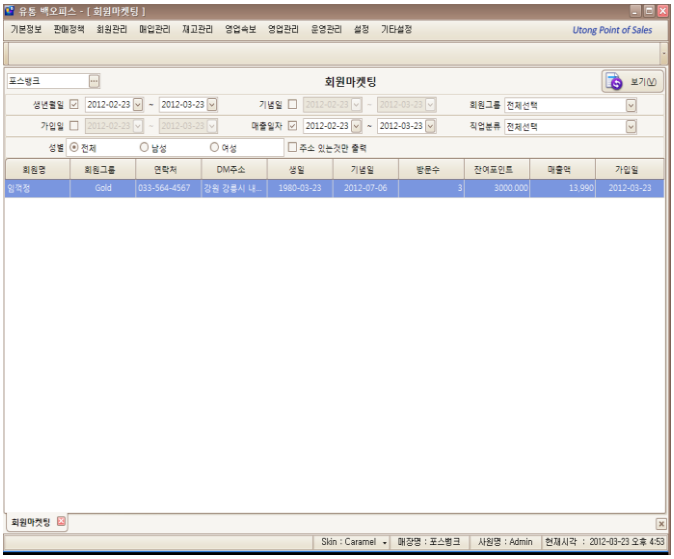


Menu for searching registered customer list.

This menu enables to search a registered customer's information.

2. Customer Marketing

2.1 customer marketing

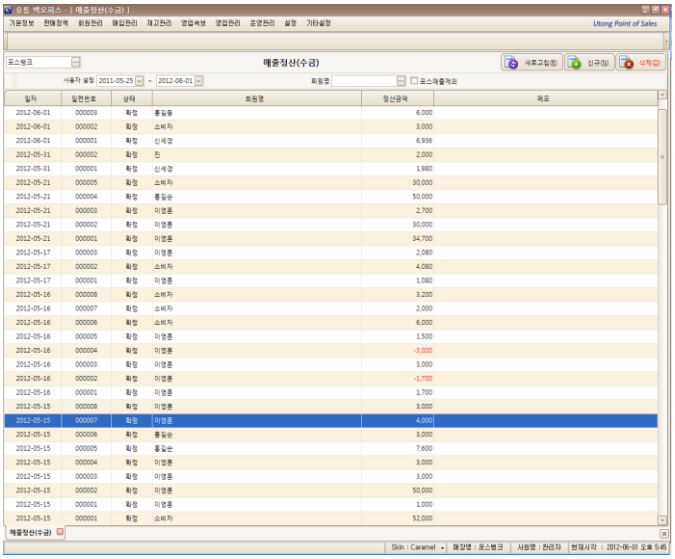


Menu for searching information related to customer marketing.

This menu enables to check information regarding customer's marketing.
1. Later, this screen will support DM/SMS/MAIL.

3. Sales Adjustment (collection)

3.1 Sales Adjustment (collection)



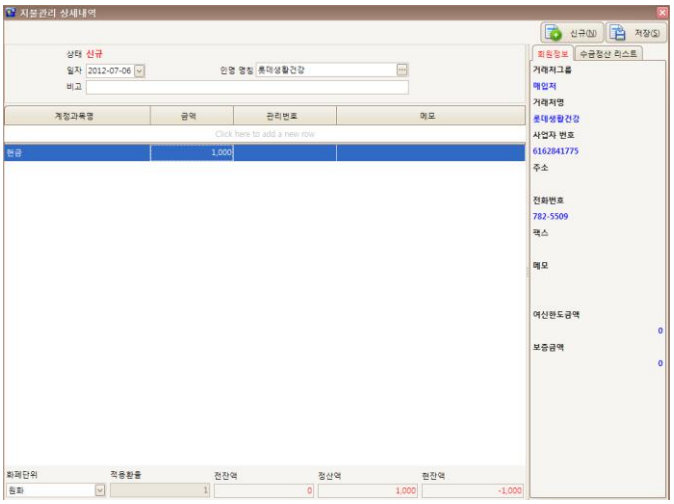
Menu for searching and managing Sales Adjustment (collection).

Sales Adjustment (collection)

This menu enables closing process and check its information

1. Closing detail will show after you search period, select customer name and click the [Refresh] button.
2. If you click [New] button, Payment Management Details popup will show up.

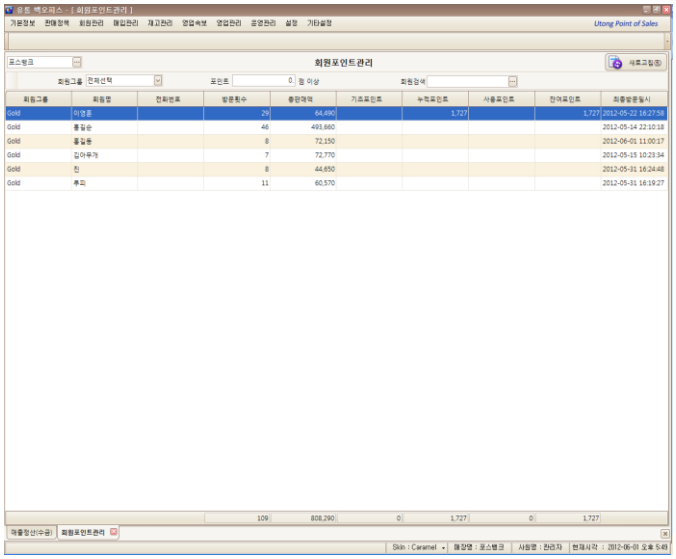
3.2 Payment Management Details (popup)



1. Select date and personal name. Enter account name, amount, managing number on the lower side and save the detaills.

4. Customer Point

4.1 Customer Point

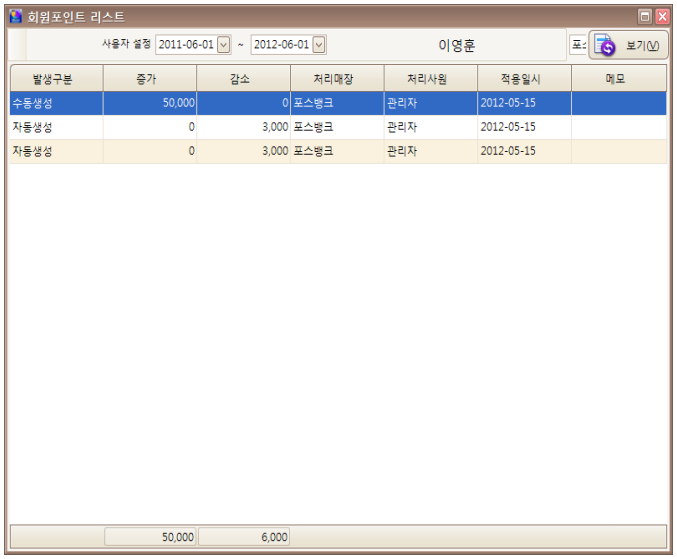


Menu for searching customer's point Information

This menu displays customer's accumulated point and its information.

1. Select customer group, point 및 customer nam and click the [refresh] button.

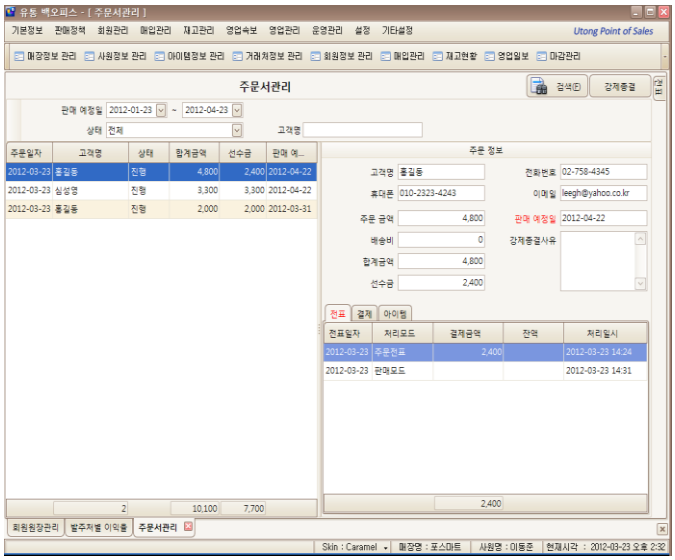
4.2 Customer Point (Pop-up)



This menu searches customer's detailed point information that has been changed.

5. Work Order

5.1 Work Order (transaction)



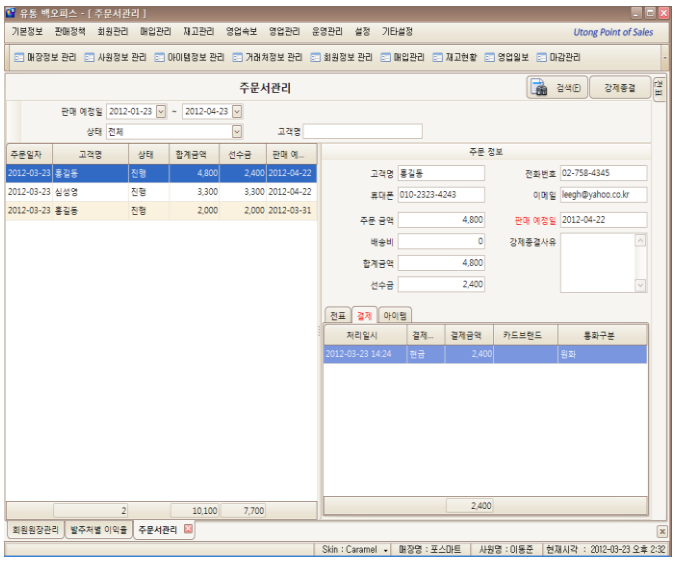
Menu for searching Work Order (transaction) Information.

You may use this menu to check information for sales made on POS order mode, and to force to end.

1. Search sales detail on periodic orders.
2. If you select a certain case on order information grid, basic information will show up.

- Transaction: displays information such as date/amount/processing date.

5.2 Work Order(Payment)



Menu for searching Work Order (Payment) Information.

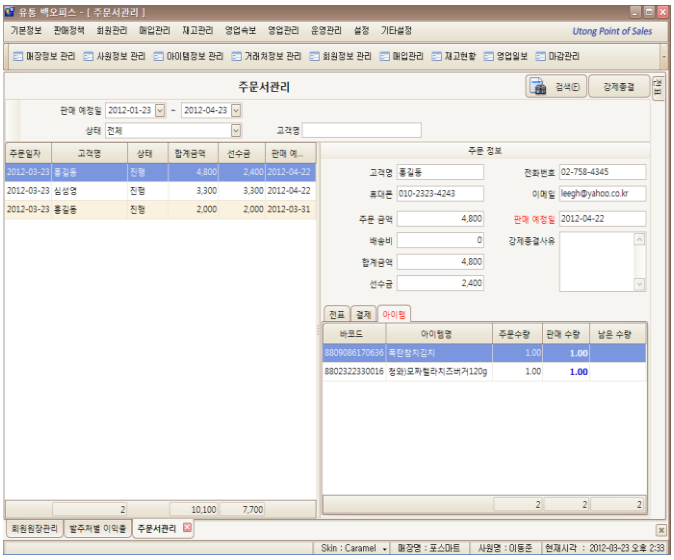
You may use this menu to check information for sales made on POS order mode, and to force to end.

1. Search sales detail on periodic orders.
2. If you select a certain case on order information grid, basic information will show up.

- Payment: displays information regarding payment.

5. Work Order

5.3 Work Order(item)



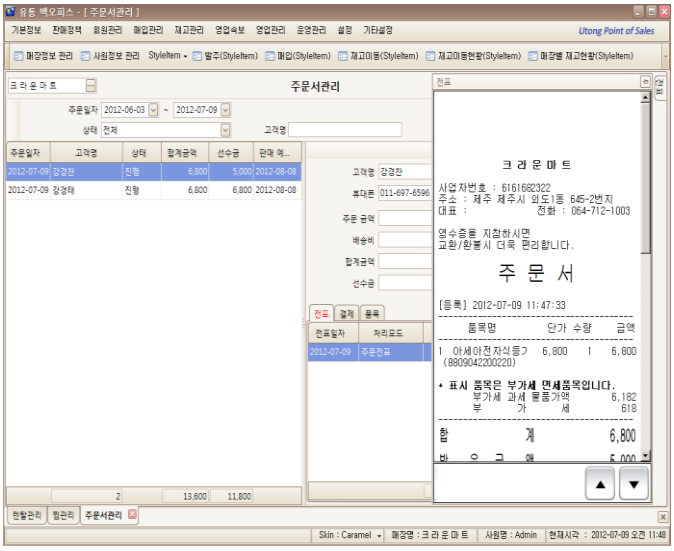
Work Order(item) Information Menu for searching

You may use this menu to check information for sales made on POS order mode, and to force to end.

1. Search sales detail on periodic orders.
2. If you select a certain case on order information grid, basic information will show up.

- Payment: displays item information included in order sheet.

5.4 Work Order(receipt)



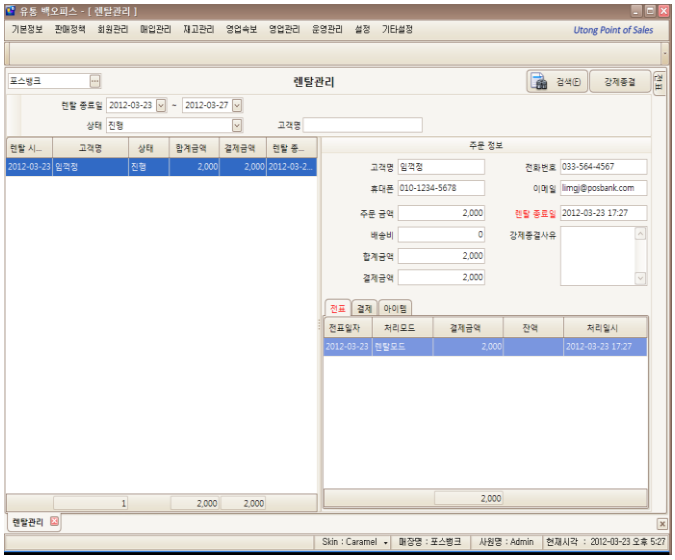
Menu for searching Work Order(receipt) Information

You may use this menu to check information for sales made on POS order mode, and to force to end.

1. Check the upper right side of the screen.
2. Displays transaction category beside [force close] when moving mouse.

6. Rental

6.1 Rental (transaction)

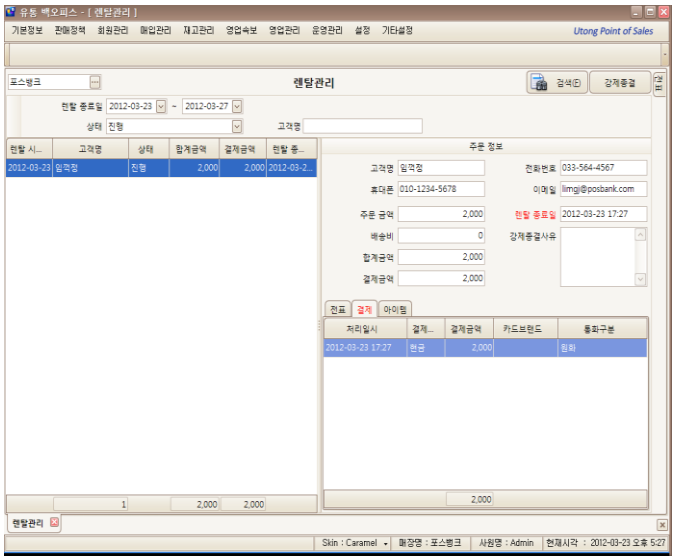


Menu for searching Rental (transaction) Information

This menu enables user to check information for rental details on POS.

1. Select a promising sales date and status, customer name and click the [search] button.
2. Information Select sales information on the left side of the screen.
3. Search order Information on the right.
4. Select the transaction tab select to search the transaction Information.

6.2 Rental (Payment)



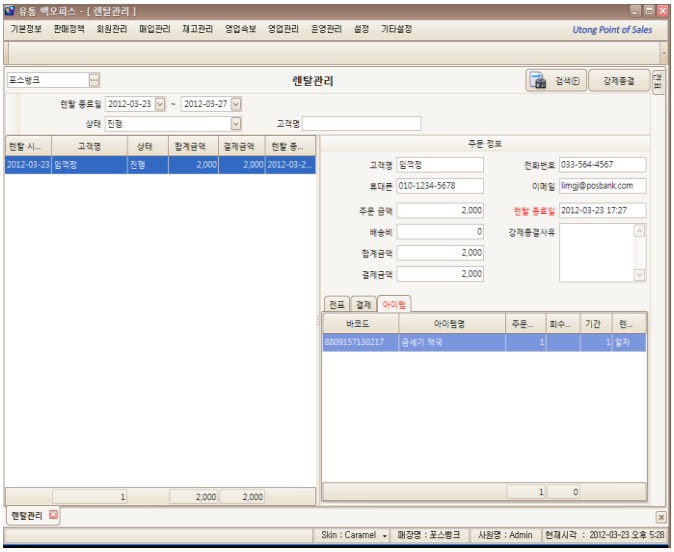
Menu for searching Rental (Payment) Information.

This menu enables user to check information for rental details on POS.

1. Search the payment information regarding rental sales.

6. Rental

6.3 Rental(item)

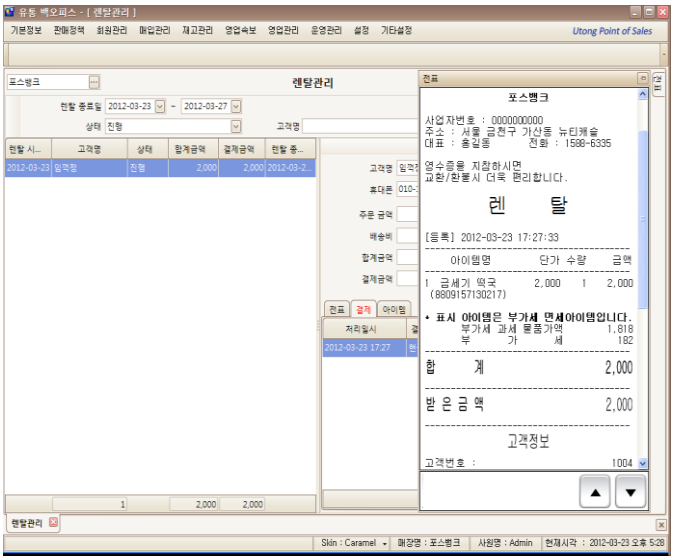


Rental(item) Information Menu for searching

This menu enables user to check information for rental details on POS.

1. Search the item information regarding rental sales.

6.4 Rental(receipt)



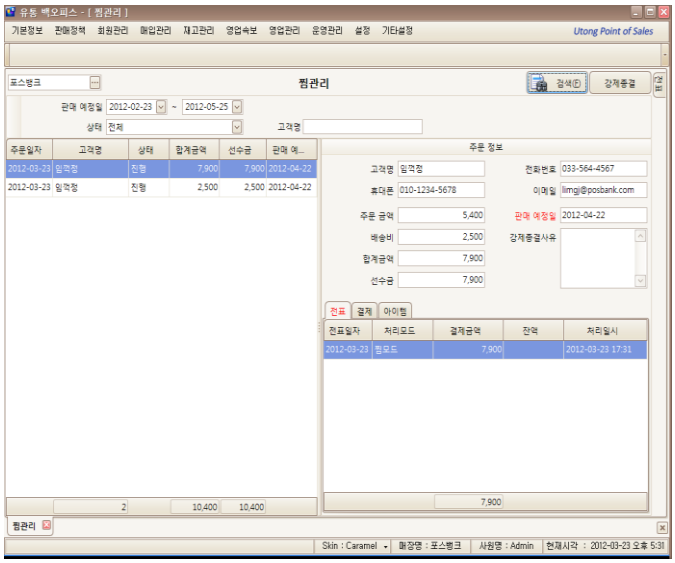
Rental receipt screen

This is the menu for checking retal information on receipt.

1. Check the upper right side of the screen.
2. Displays transaction category beside [force close] when moving mouse.

7. Layaway

7.1 Layaway(transaction)

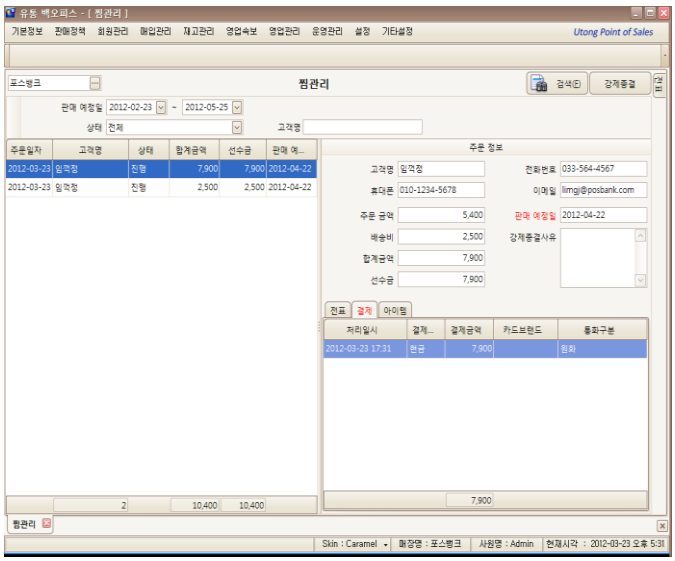


Menu for searching Layaway (transaction) Information.

This menu is for checking information of sales made by layaway on POS. (customer reserves an item for purchasing later.)

1. Select a promising sales date and status, customer name and click the [search] button.
2. Information Select sales information on the left side of the screen.
3. Search order information on the right.
4. Search the transaction information by selecting transaction tab.

7.2 Layaway(Payment)



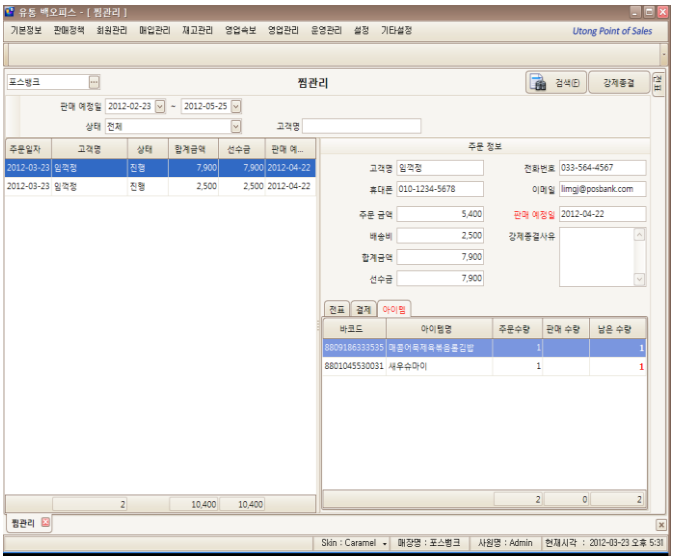
Menu for searching Layaway (Payment) Information.

This menu is for checking information of sales made by layaway on POS. (customer reserves an item for purchasing later.)

1. Displays the payment information regarding Layaway sales.

7. Layaway

7.3 Layaway(item)

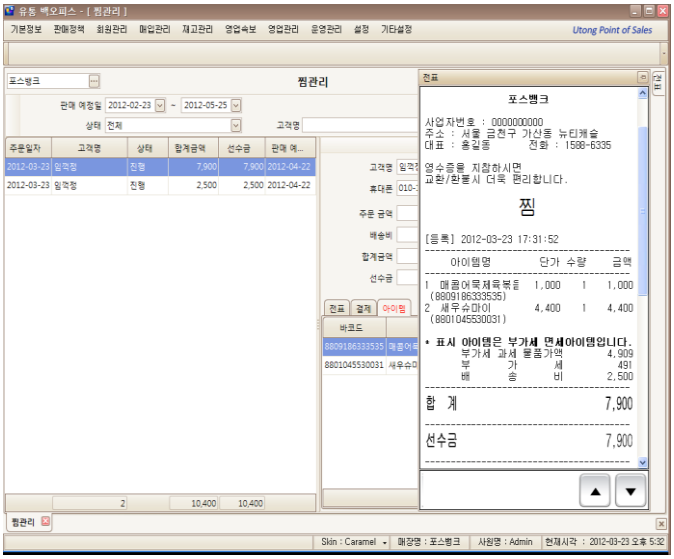


Menu for searching Layaway (item) Information.

This menu is for checking information of sales made by layaway on POS. (customer reserves an item for purchasing later.)

1. Displays the item information regarding Layaway sales.

7.4 Layaway(receipt)



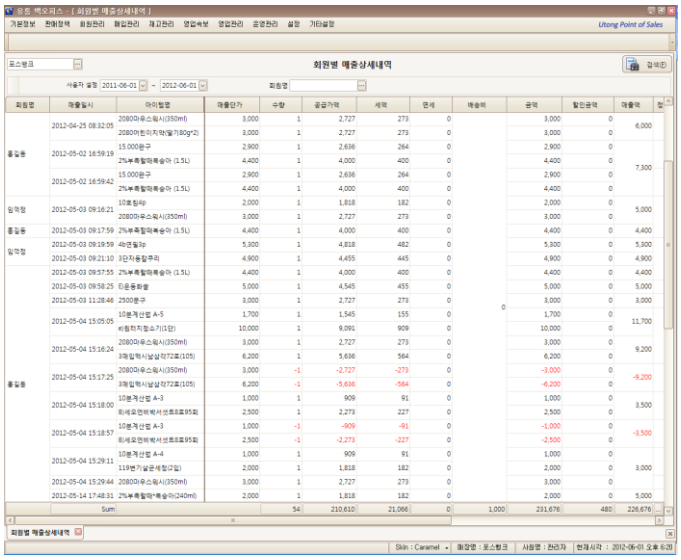
Layaway receipt screen

This menu is for checking information of sales made by layaway on POS. (customer reserves an item for purchasing later.)

1. Check the upper right side of the screen.
2. Displays transaction category beside [force close] when moving mouse.

8. Customer sales

8.1 Sales Detail by Customer



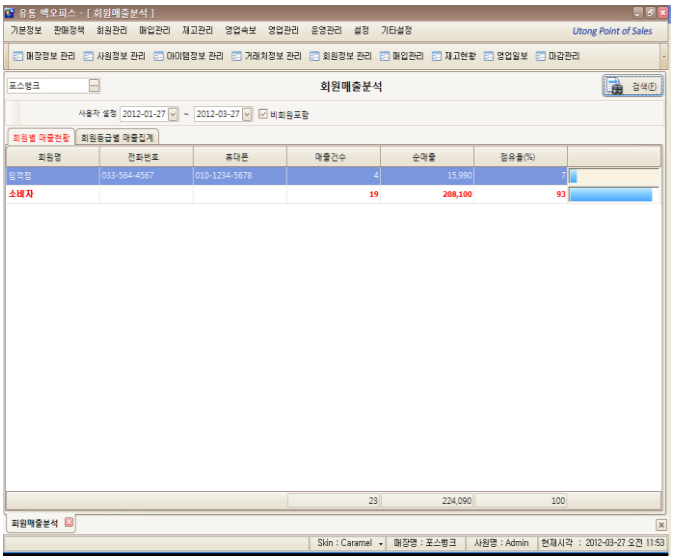
Menu for searching customer's detail sales Information

You may check detail sales information by customer.

1. Click the [search] button after selecting search period and customer.

8. Customer Sales

8.2 Analyze customer sales - sales status by customer



Menu for searching sales analyze information by customer.

This menu enables searching sales information and customer information at the same time.

1. Click the [Search] button after selecing search period.
2. 'Manage customer ledger' shows up if you double-click a searched customer on the grid.

- Remark: If you select "including non-customer", it will search non-customer as well as customer's information.

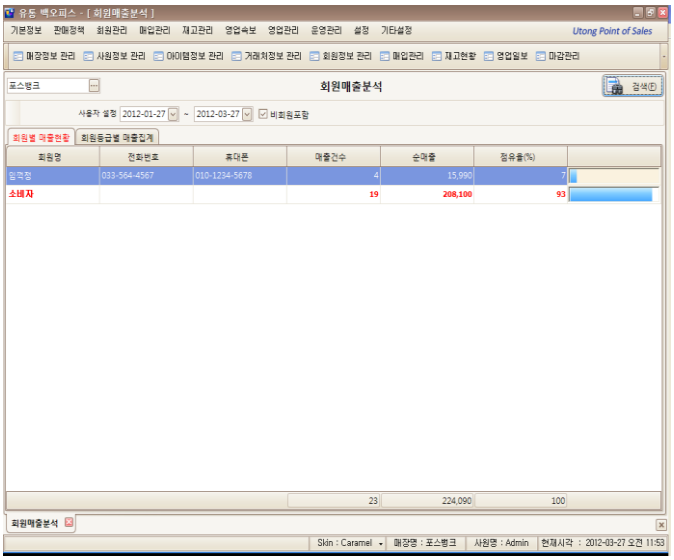
8.2.1 Customer Ledger

Menu for searching customer's sales/collection ledger Information.

Displays information regarding customer's sales/collection.

8. Customer Sales

8.3 Analyze customer sales - sales status by customer level



Menu for searching sales analyze information by customer level.

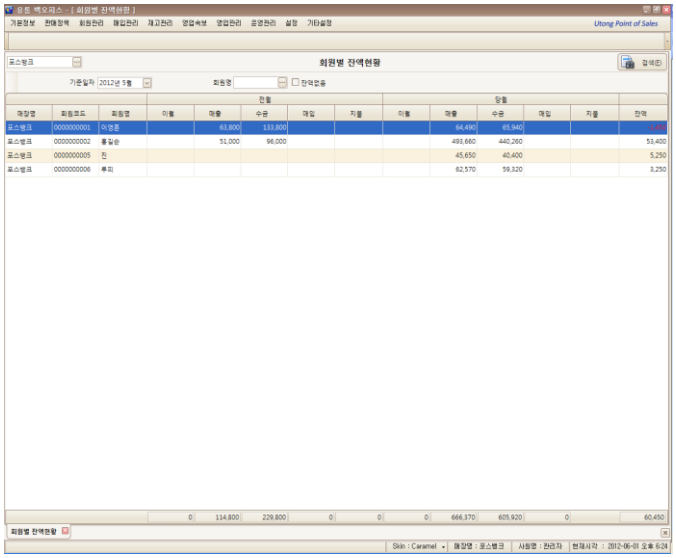
This menu enables users to search sales information by customer level.

1. Click the [Search] after selecting search period.

- Remark: If you select "including non-customer", it will search non-customer as well as customer's information.

9. Sate of Balance by Customer

9.1 State of balance by customer

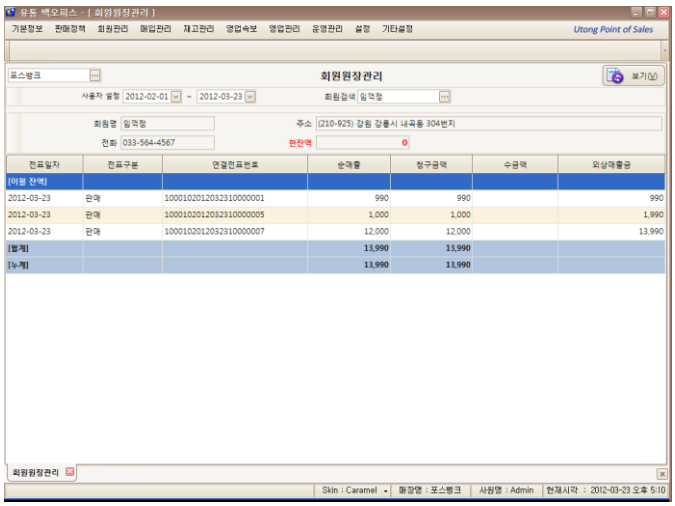


Menu for searching the balance state by customer.

This menu enables user to search balance status by customer a month.

1. Click the [Search] button after selecting search period and customer name.
2. 'Manage ledger' popup window shows up if you double-click a searched information on the grid.

9.2 customer ledger



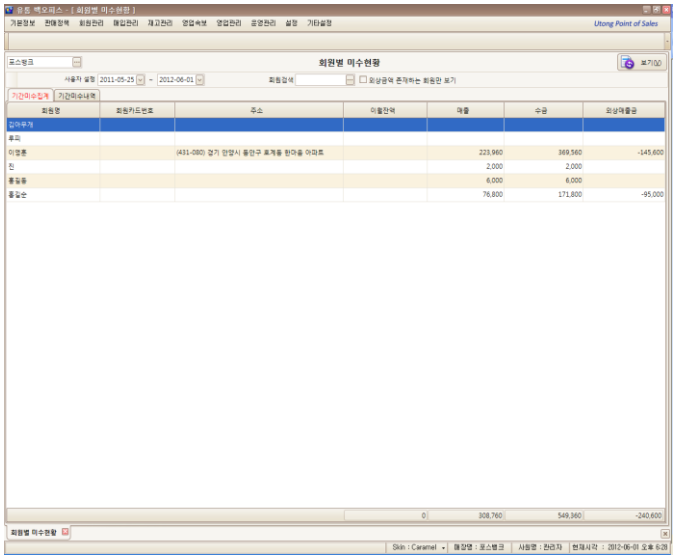
Menu for searching Customer ledger Information.

Menu for searching Customer ledger Information.

1. Select a search period.
2. Search a Customer's rname, and click 'refresh'.

10. Customer Sales on Credit

10.1 Total Outstanding Balance by Period

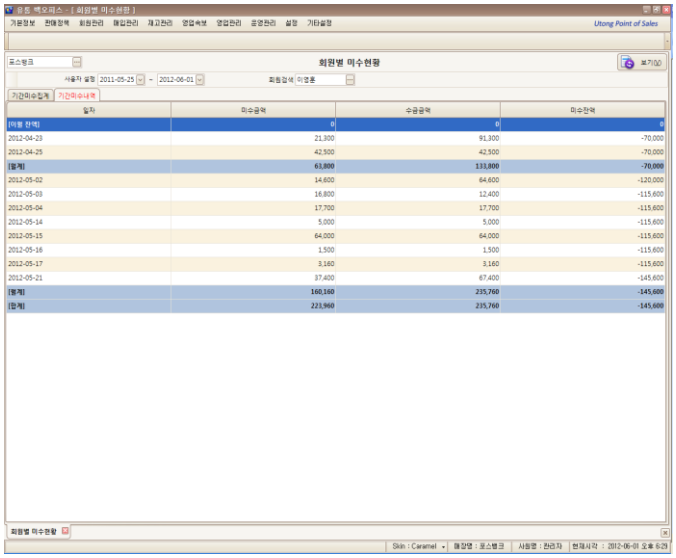


Menu for searching outstanding balance information by customer.

This menu enables users to search sales, collection, and sales status by customer.

1. Click the [Refresh] button after selecting search period and customer name.
2. Click the [Refresh] button again if you need to refresh only customers with outstanding amount.
3. 'Manage ledger' popup window shows up if you double-click a searched information on the grid.

10.2 Outstanding Balance by Period



Menu for searching outstanding balance information by customer.

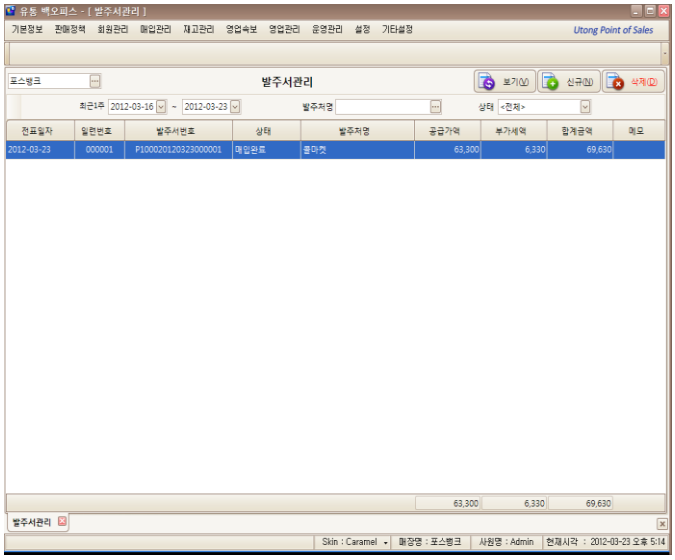
This menu enables users to search outstanding balance status by period.

1. Select a search period.
2. Click the [Refresh] button after searching customer name.

MANAGE PURCHASE

1. Manage PO

1.1 Manage PO

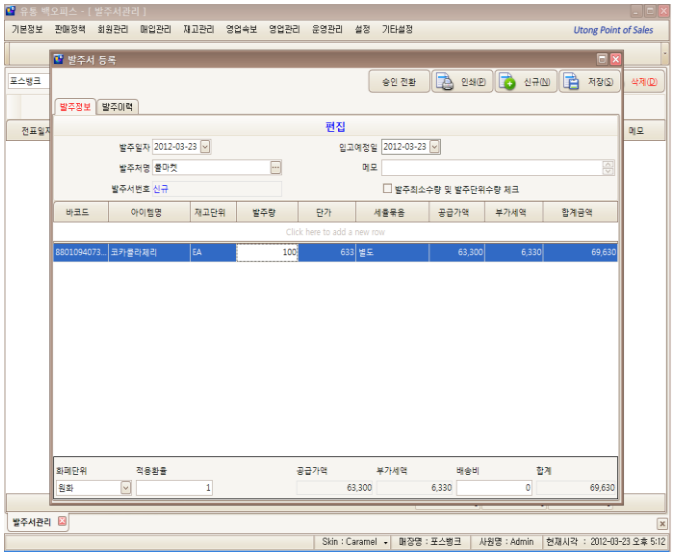


Menu for searching and entering PO information by supplier.

This menu enables users to search and enter PO information by supplier.

1. Click the [Refresh] button after selecting search period, supplier name, and status.
2. If you double-click PO detail, it will show up.
3. 'New' Click [New] if you need to uploade a new PO.

1.2 Create PO (PO Information)



Menu shows up when creating a PO.

This menu enables users to create and search a PO in detail.

1. When you serach, it searches supplier's PO detail.
2. Create PO by supplier/customer.

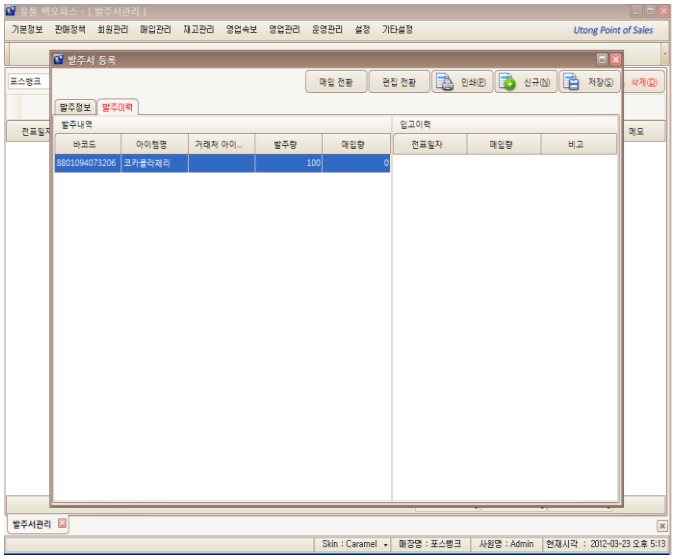
- Enter Supplier name/ETA/item Information and number.

● Remark

- Save: Save, but you may edit later.
- Switch approval: approves PO and will automatically save.

1. Manage PO

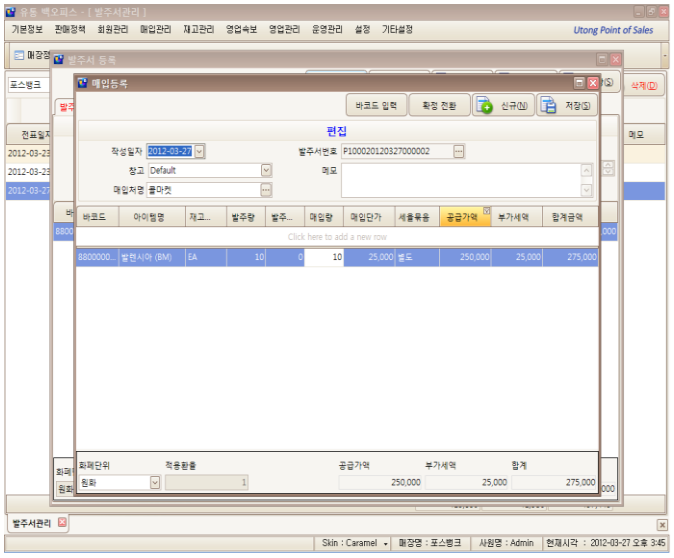
1.3 Manage PO (PO history)



This menu is created if you click the [New] button.

1. The screen displays PO history and its detail.

1.4 Manage PO (After save)



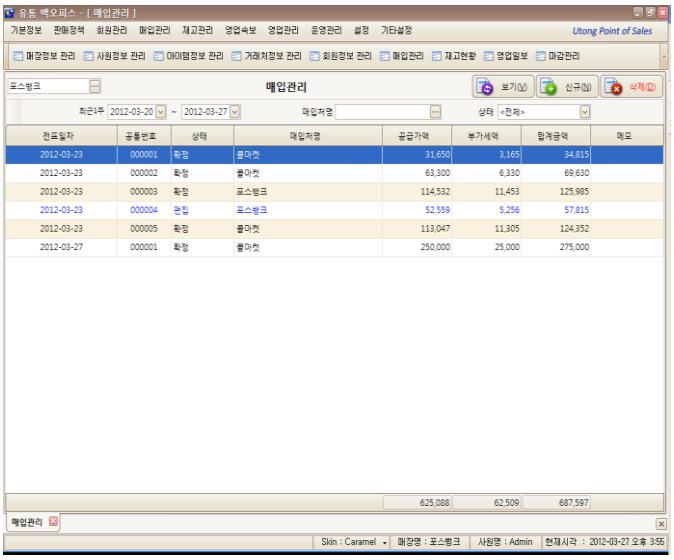
Menu for confirming after approval.

This function enables users to seach switch approval/switch purchase/switch edit after saving a PO.

1. [Switch approval]: Confirms the PO process.
2. [Switch purchase]: Confirms the purchase process.
3. [Switch edit]: Save, but you may the purchase process later.

2. Manage Purchase

2.1 Manage Purchase



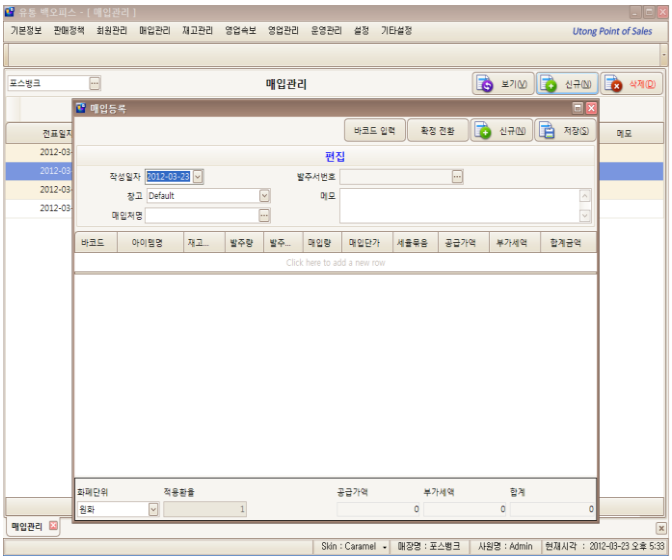
Menu for searching and entering purchase Information

This menu enables users to search purchase details by supplier.

1. Click the [Refresh] button after selecting search period and supplier name.
2. If you double-click the searched item, details will be displayed.
3. Click the [New] button if you crease a new purchase.

- Remark: [Edit] info will be switched to [Confirmed] info after double-clicking the information.

2.2 Create Purchase



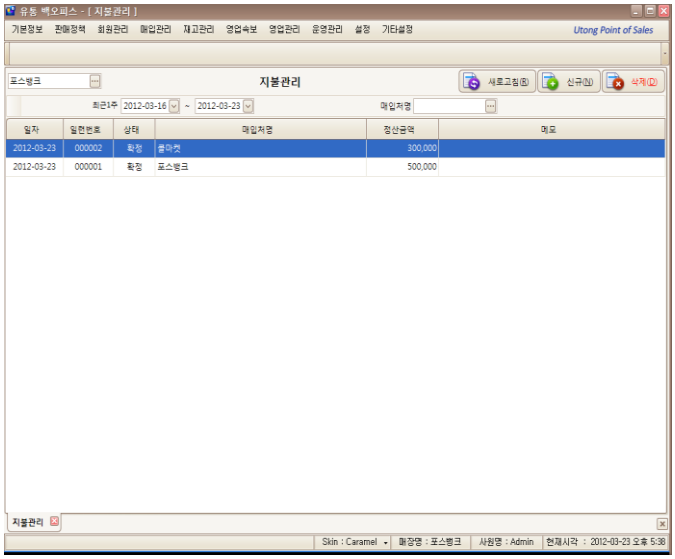
Menu for creating purchase process.

This menu will show if you click [New].

1. Select a supplier, and loo up the lower part.
2. Status
   - Confirmed switch: It pcoesses a confirmation for a purchase.
   - Create barcode: You may create items in barcode for prompt task.

3. Manage Payment

3.1 Manage Purchase

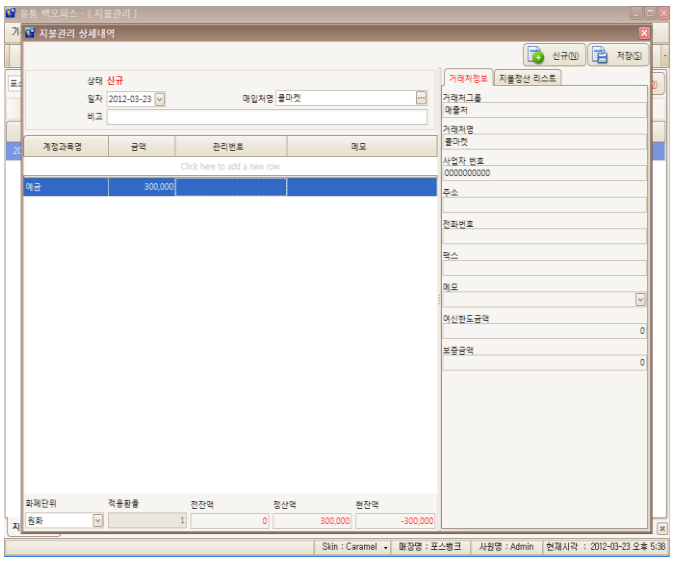


Menu for searching and entering payment management information.

This menu enables users to search and enter payment management information by supplier.

1. Click the [Refresh] button after selecting search period and supplier name.
2. If you double-click the searched item, details will be displayed.
3. Click the [New] button if you crease a new payment.

3.2 Payment Management Details



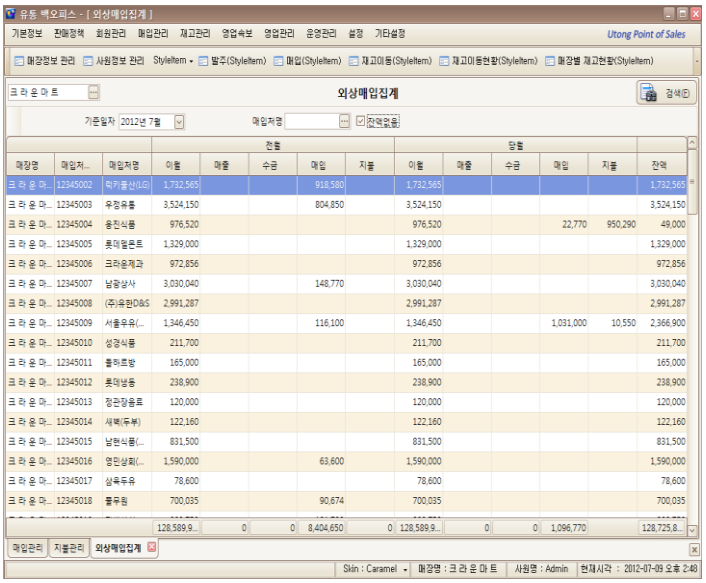
Edit screen

This menu enables users to take care of NEW or its details.

1. Create supplier/customer, and register account name/ Amount /memo to save payments for purchase.

4. Total Purchase on Credit

4.1 Total Purchase on Credit



Menu for searching information about purchase information.

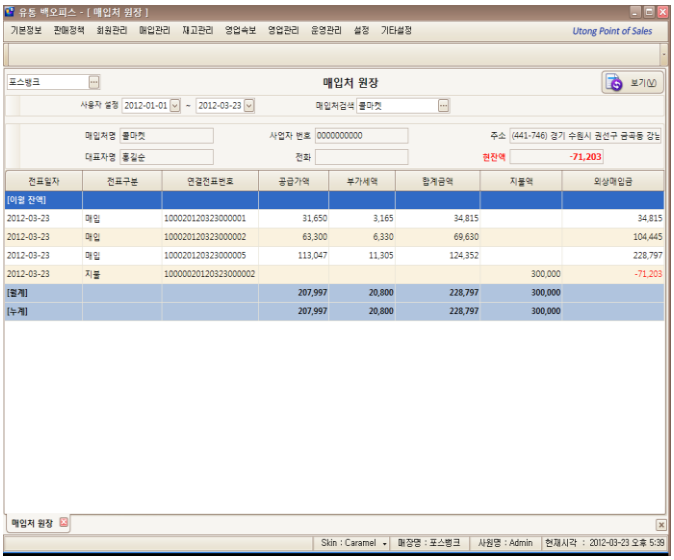
You may search purchase on credit by supply and customer.

1. Click [Search] after you choose a date and supplier.

- Remark: If you select [No balance], supplier/customer without balance information will also be searched.

5. Supplier Ledger

5.1 Supplier Ledger

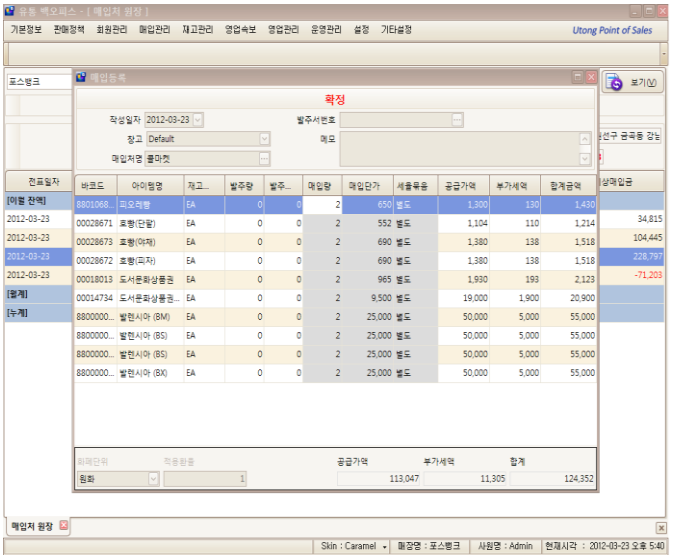


Menu for searching supplier information.

You may search purchase detail by supplier.

1. Select a search period.
2. Click [Refresh] after searching supplier.

5.2 Payment Management Details (Supplier ledger)

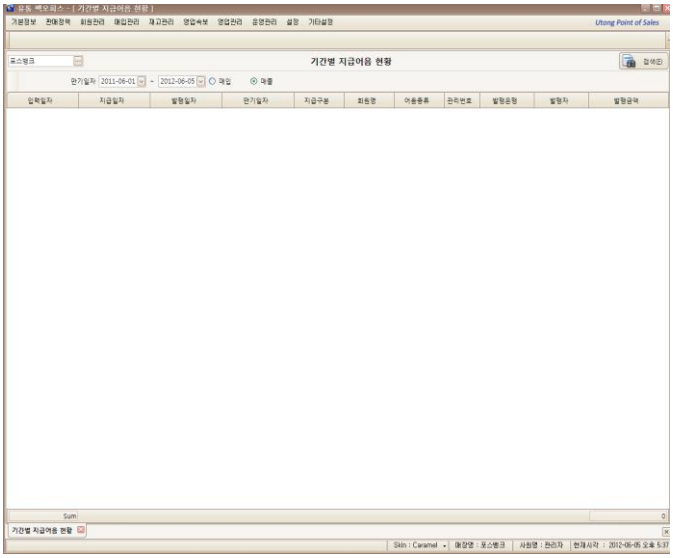


Menu displaying details for supplier ledger.

If you double-click the searched information, payment management detilas show up that cannot be processed.

6. Status of Bills Payment Period

6.1 Status of Bills Payment Period



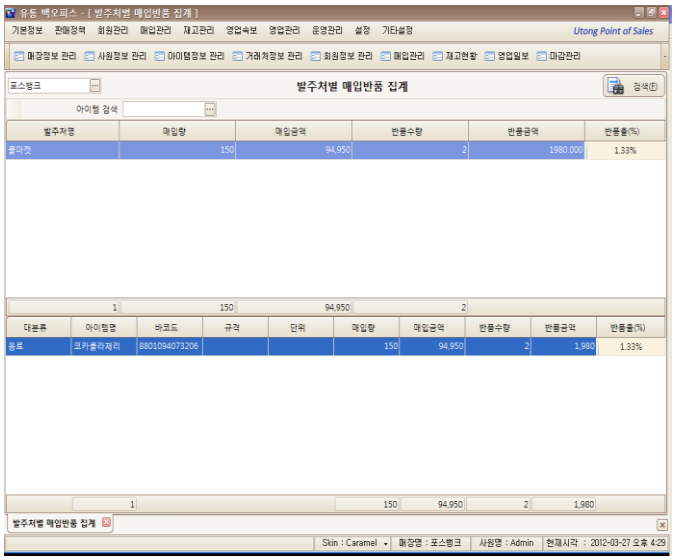
Menu for searching Status of Bills Payment Period.

You may search details for notes payable.

1. Select search period.
2. Click [Search] if you decide whether you want to search purchase or sales.

7. Total Purchase Refund by Supplier

7.1 Total Purchase Refund by Supplier



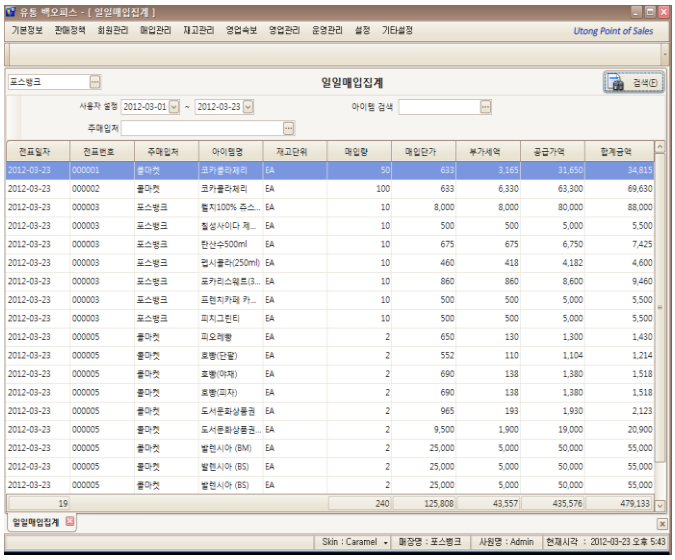
Menu for searching information regarding purchase refund by supplier.

You may search details for notes payable.

1. Select search period.
2. Click [Search] if you decide whether you want to search purchase or sales.

8. Total Purchase

8.1 Total Daily Purchase

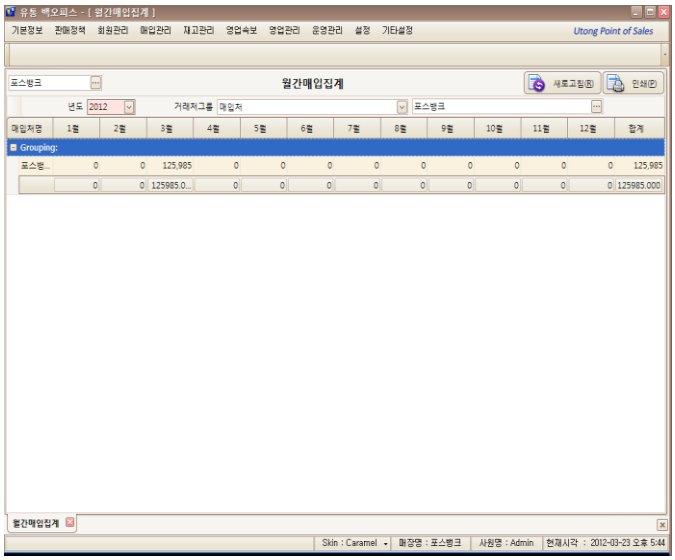


Menu for searching daily purchase information.

You may search the amount of purchased items daily.

1. Click [Search] after selecting search period, supplier, and item.

8.2 Total Monthly Purchase



Menu for searching monthly purchase information.

You may search amounts for monthly purchased items by supplier.

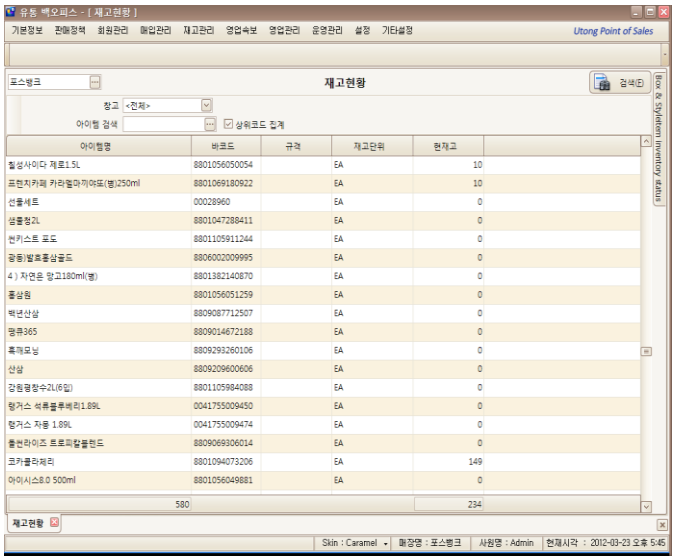
1. Select a search period and supplier/customer, and click [Refresh]

- Remark: Click [Print] if you want to print.

INVENTORY CONTROL

1.Inventory status

1.1 Inventorystatus

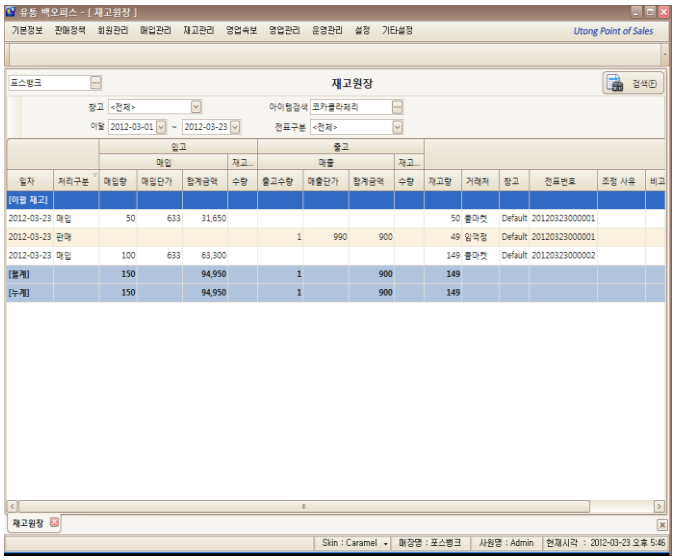


Menu for searching inventory information.

You may search inventory status.

1. Click [Search] after selecting warehouse and item.
2. If you double-click the searched items, you may find inventory ledger on the screen.

2. Inventory ledger



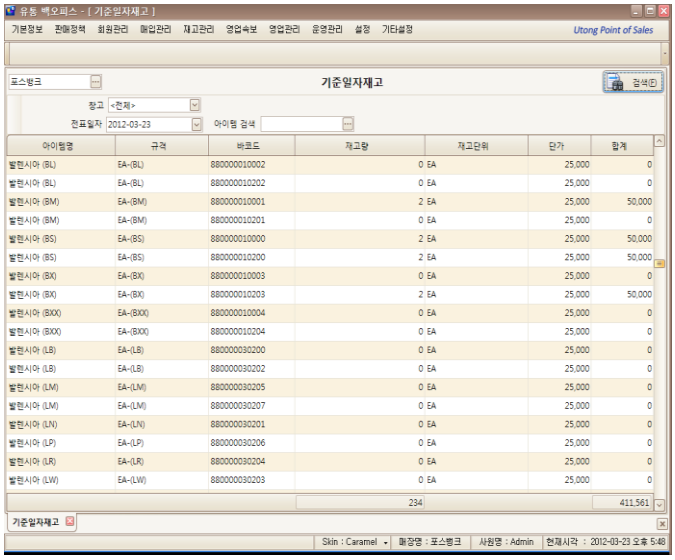
Menu for searching inventory details of an item.

You may search carry over information, purchase, and sales information of inventory.

1. Select warehouse and item.
2. Click [Search] after selecting search period and transaction type.

3.Inventory Date

3.1 Inventory by Date

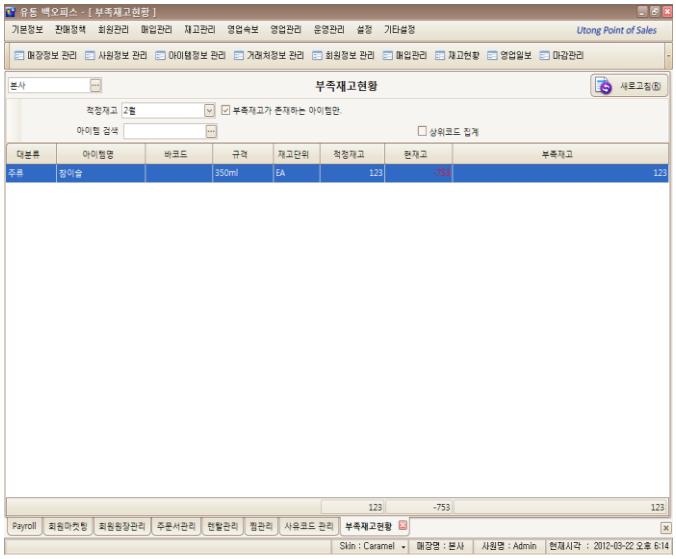


Menu for searching Inventory Information by date.

You may select inventory amount on certain dates.

1. Click [Search] after selecting warehouse and search period.
2. Search an item by entering its name.

4. Inventory Shortage Status



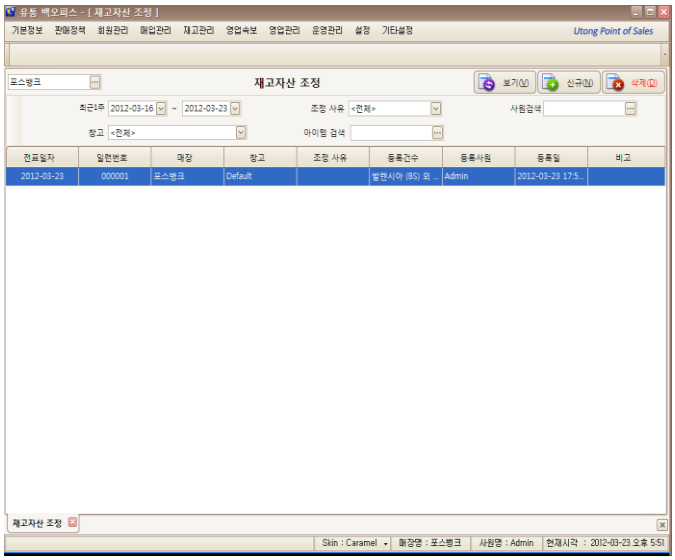
Menu for searching inventory shortage.

You may search item information of shortage.

1. Click [Refresh] after selecting optimal inventory and item.
2. Only searches items of inventory shortage.

5. Inventory Asset Adjustment

5.1 Inventory asset adjustment (search)

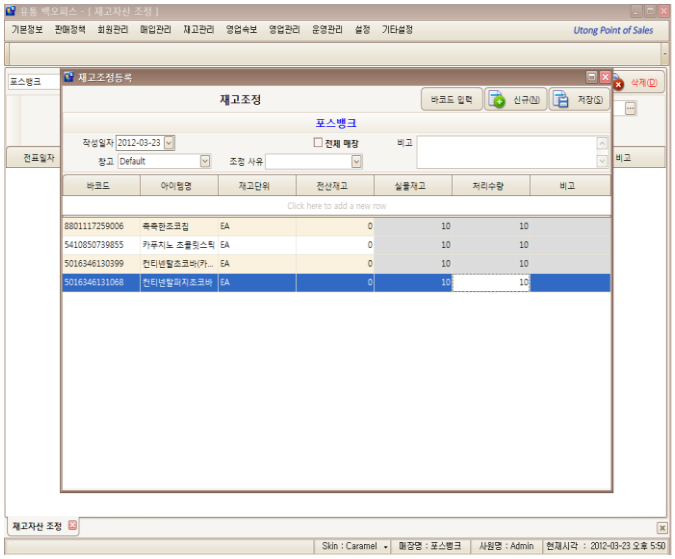


Menu for searching inventory asset adjustment status.

You may search status of inventory asset adjustment.

1. Select Search period/adjustment Reason/employee/warehouse/item, and click [Refresh]. You may find results right away.
2. If you double-click one of the results, you may find details.
3. Click [New] for a new step.

5.2 Inventory asset adjustment (New)



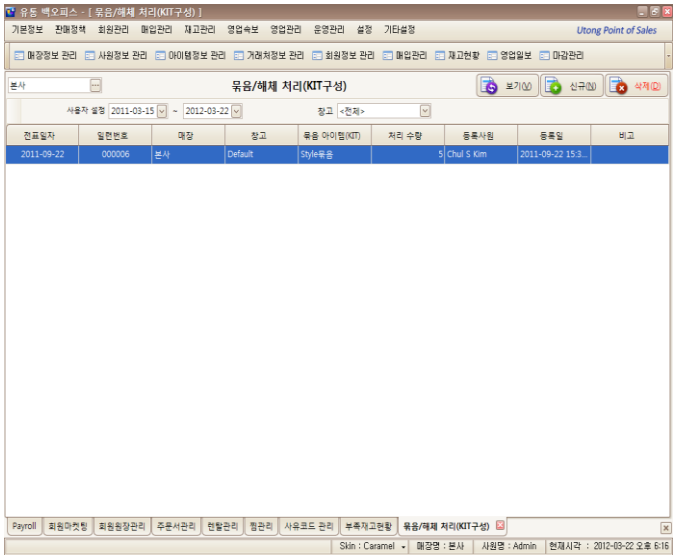
Menu for adjusting inventory.

You may adjust inventory on this menu.

1. Select and create date/warehouse/Reason for adjustment/remark.
2. Select an item or enter barcode, and save after entering real inventory, amounts, and remarks.

6. Bundle/Separate Process (KIT Form)

6.1 Bundle/Separate Process (KIT Form)

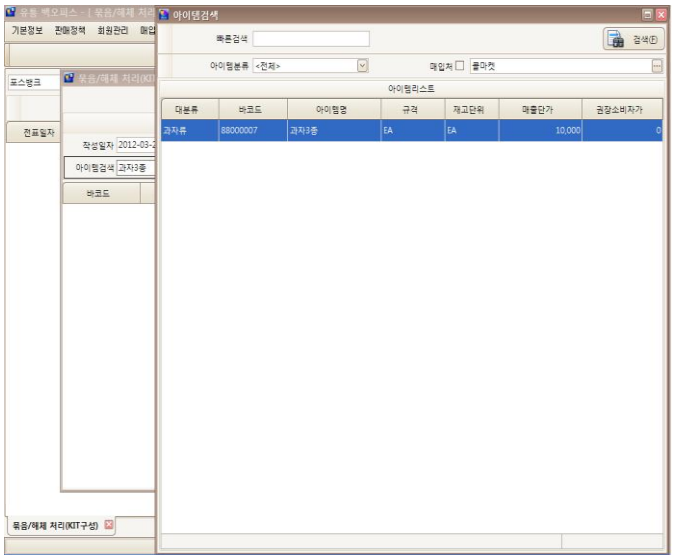


Menu for bundle/separate process.

You may search bundle item information, and separate on this menu.

1. Click [Refresh] after selecting search period and warehouse.
2. If you double-click results, you may find details below.
3. If you click [New], separate process menu will be created.

6.2 Separate Process (KIT Form) – New



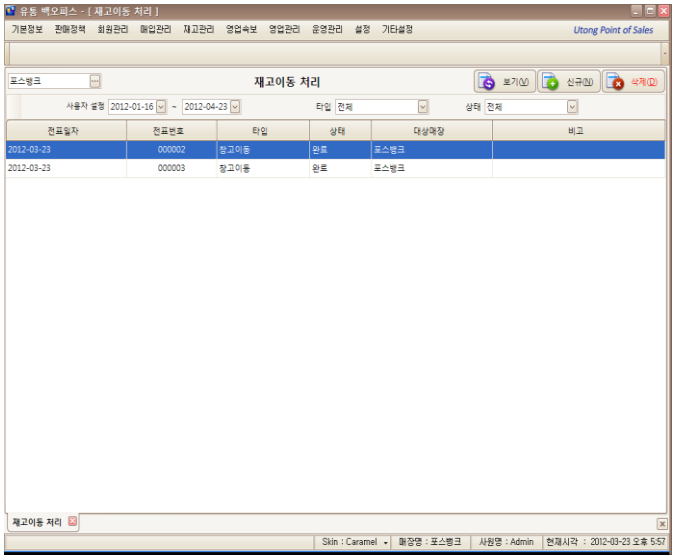
Menu for separate process.

You may separate items composed of bundles.

1. Select warehouse/item and save, inventory will be adjusted by items.

7. Inventory Transfers

7.1 Inventory transfers

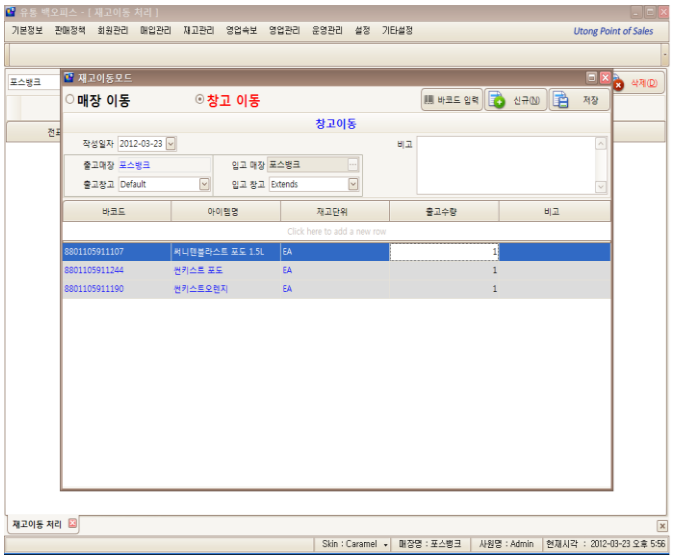


Menu for searching details of transerred items.

You may search information of transferred items or enter its process.

1. Click [Refresh] after selecting search period and type, and status.
2. Double-click one of the searched resuts for detail information.
3. Clicking [New] provides transfering inventory window.

7.2 Inventory transfers (New)



Menu for inventory transfers (store/warehouse)

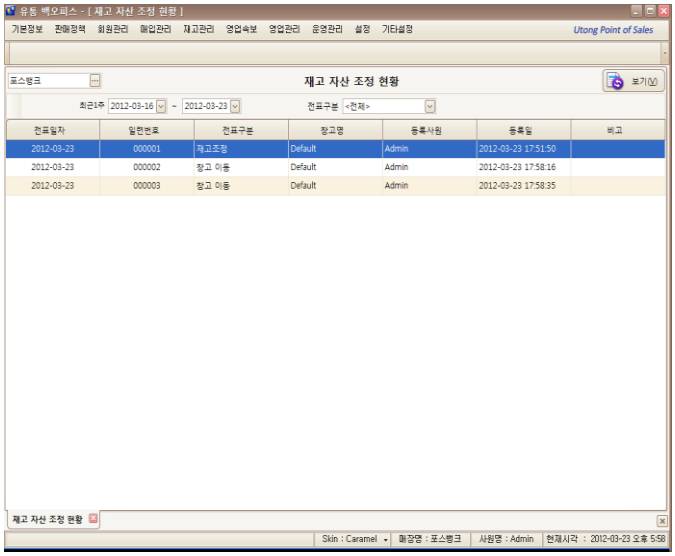
1. Select either Move store or Move warehouse.
2. Enter date, store, and warehouse.
3. Click [Search] for items.
4. Click [Save] and store out after entering barcode, Qty.out, and remark.

● Note:

- Warehouse transfer is reflected in inventory status right after the process.
- Store transfer can only be reflected in inventory status if you finish purchase process.

8. Inventory asset adjustment status

8.1 Inventory asset adjustment status



Menu for searching information for inventory asset adjustment.

You may search information about inventory asset adjustment.

1. Select search period and transaction type, and click [View].

9. Inventory asset adjustment status by reason

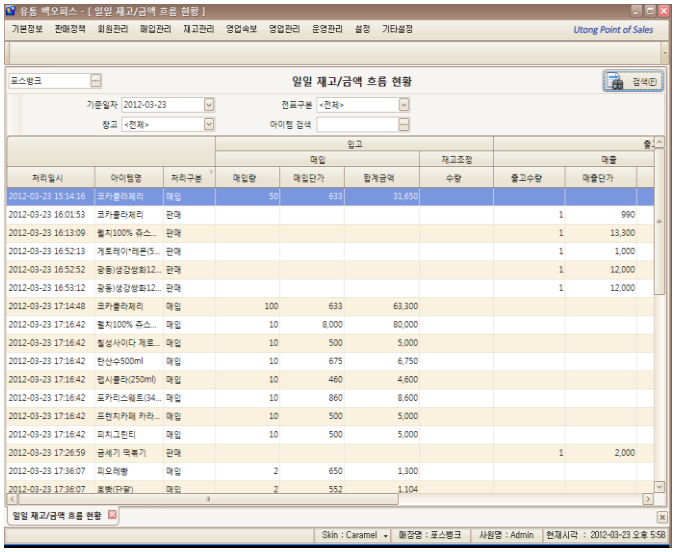
Menu for searching inventory asset adjustment by reason.

You may search details for inventory asse adjustment by reason.

1. Click [Search] after selecting item and reason for adjustment.

10. Daily Inventory Flow Status

10.1 Daily Inventory Flow status

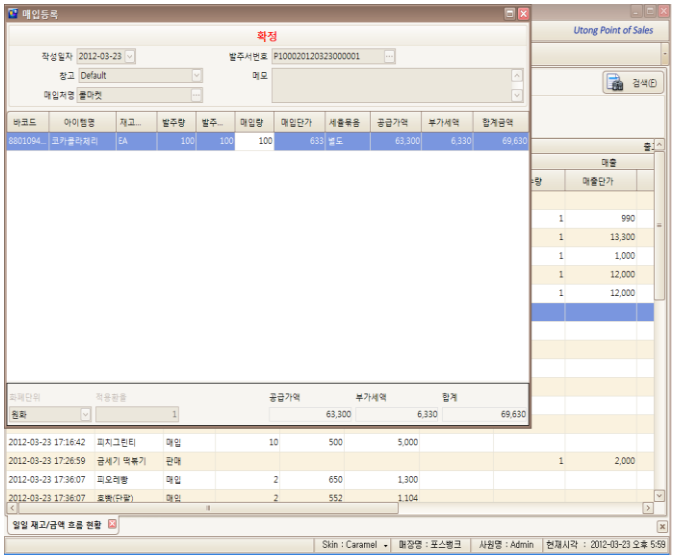


Menu for searching daily inventory flow.

You may search all tasks about daily inventory change.

1. Select a date and transaction type.
2. Click [Search] after selecting a warehouse and item.
3. Search based on type of process and warehousing.

10.2 Daily Inventory Flow status (Detail information)



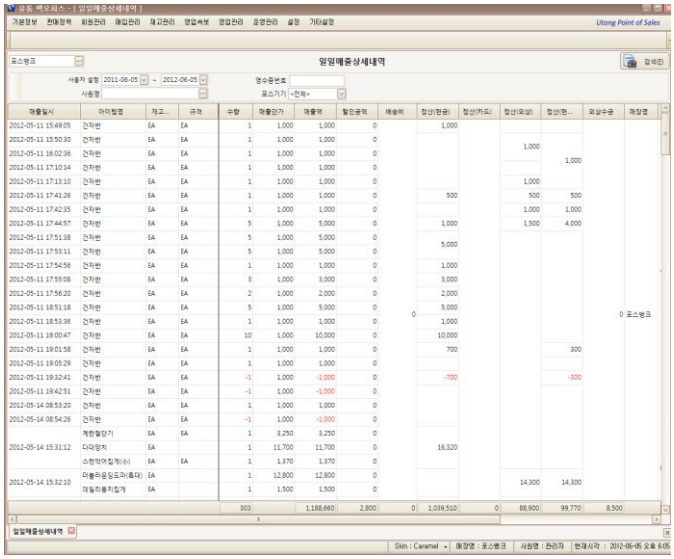
You may double-click to check detail information of one of the results uner daily inventory flow.

- Purchase: Purchase processing screen.
- Sales: Menu displaying the receipt detail
- Inventory adjustment: menu for inventory adjustment.
- Move store/warehouse: You may find inventory transfer.

SALES REPORTS

1. Daily Sales Detail

1.1 Daily Sales Detail

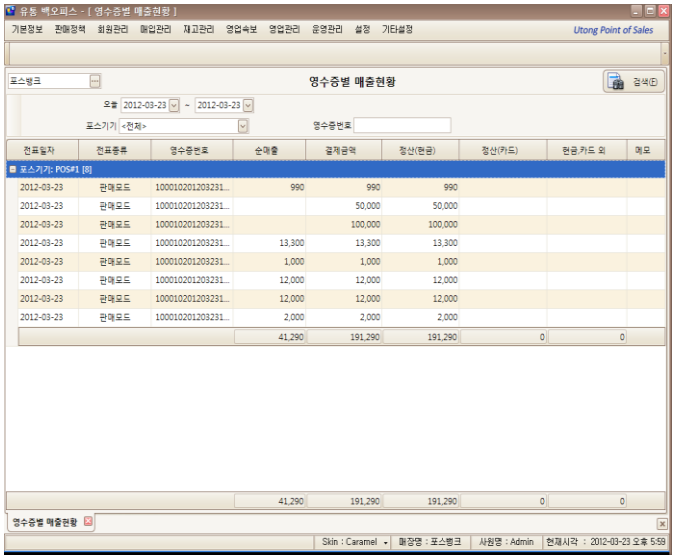


Menu for searching daily sales information.

You may search daily sales information by period.

1. You may search by selecting search period/ employee name/receipt number/POS device.
2. You can search various sales information based on sales date and name of items.

2. Sales status by Receipt



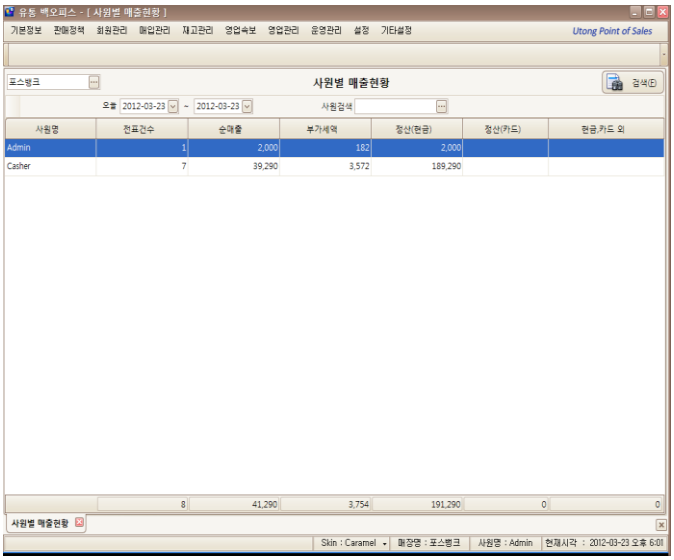
Menu for searching sales information by receipt.

You may search seales information in detail by receipt.

1. Select search period/POS device/receipt number and start searching.
2. You may search sales information based on POS device/transaction type/receipt number.
3. If you double-click one of the searched results, receipt detail will show up.

3. Saels Status by Employee

3.1 Sales status by employee



Menu for searching sales information by employee.

You may search sales information by employee.

1. Click [Search] after selecting search period and employee.
2. You may be able to search number of transaction by employee, sales status by payment method.

4. Sales Status by Sales Hour

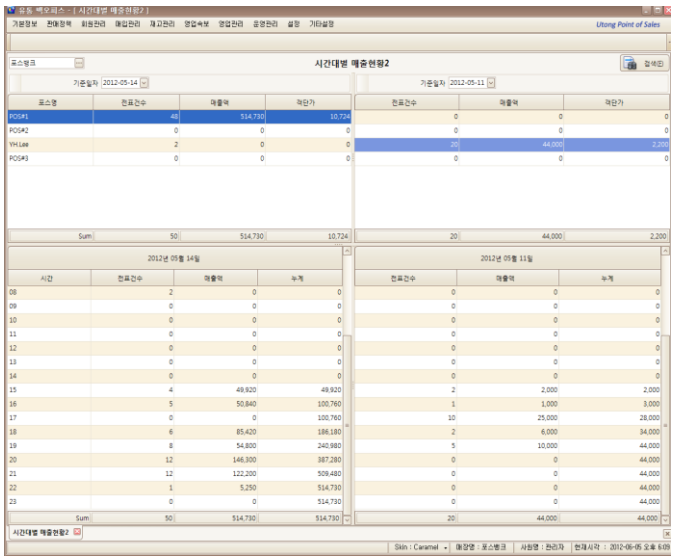
Menu for searching sales information by sales hour.

You may search sales information by sales hour.

1. Click [Search] after selecting search period.
2. You are able to search saels information in 24 hours.

5. Sales Status by Sales Hour2

5.1 Sales Status by Sales Hour2

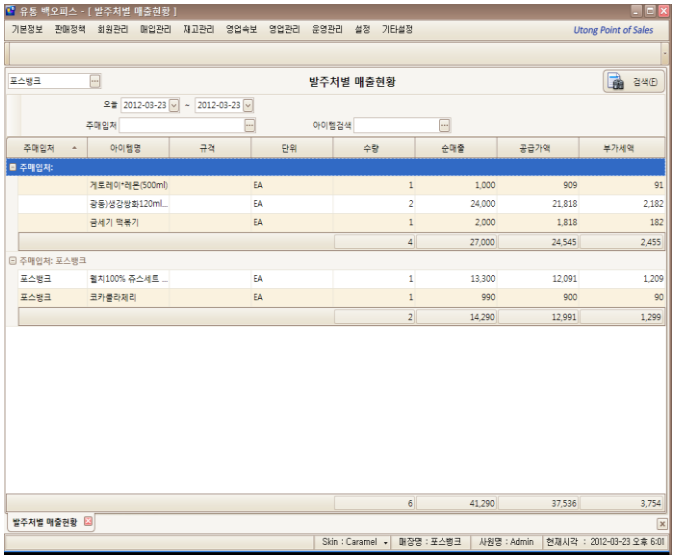


Menu for searching sales information by sales hour.

You may select 2 dates of sales information and compare the sales hours.

1. Click [Search] after selecting two sales hours.
2. Compare the two casesbased on number of transactions and slaes information

6. Sales Status by Supplier



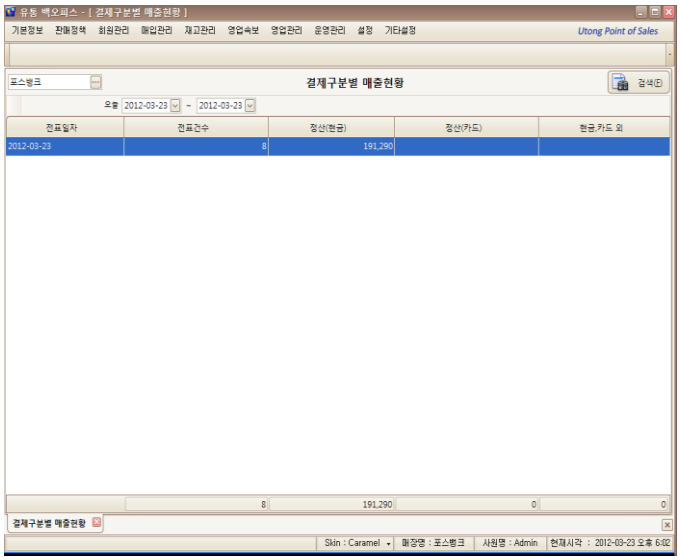
Menu for searching sales information by supplier.

You may search sales status of items by supplier/customer.

1. Click [Search after selecting search period/supplier/item.
2. You may find sales information based on supplier/customer/sales amount by item.

7. Sales Status by Payment

7.1 Sales status by payment



Menu for searching sales information by payment.

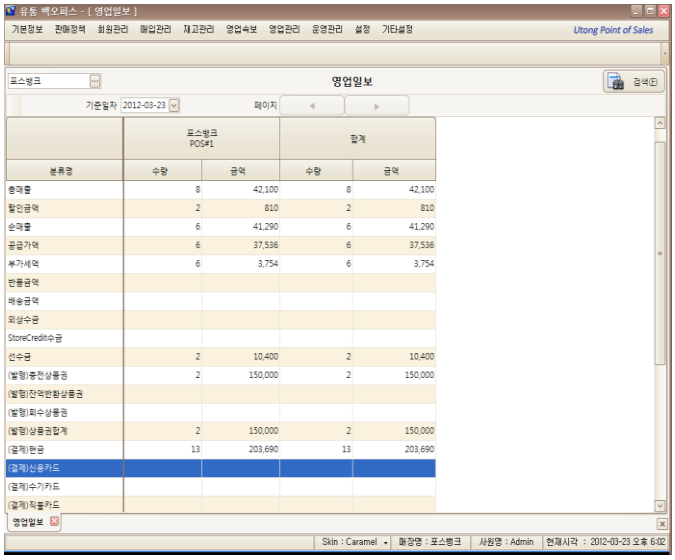
You may find sales status by payment type.

1. Click [Search] after selecting search period.
2. You may find sales information such as cash/card (credit+offline)/credit card/offline credit card/sales on credit.

MANAGE SALES

1. Daily Sales Report

1.1 Daily sales report

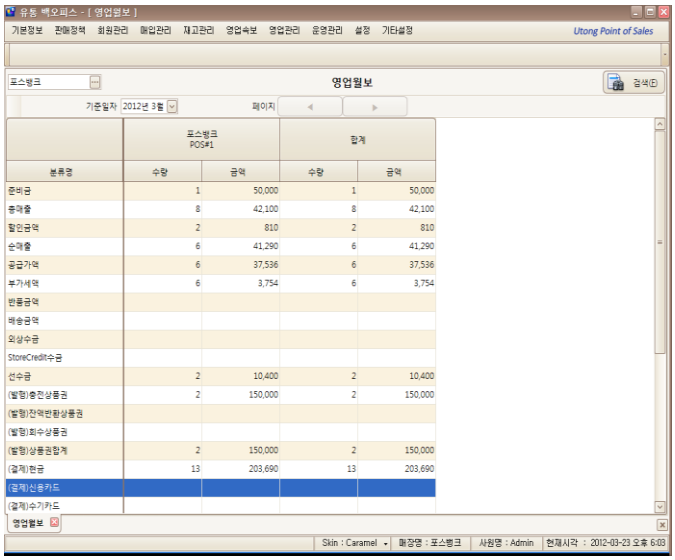


Menu for searching daily sales report.

You may search sales information on certan dates.

1. Select date and click [Search].
2. You may find information such as sales amount by POS, by payment/refund.

2. Monthly sales report



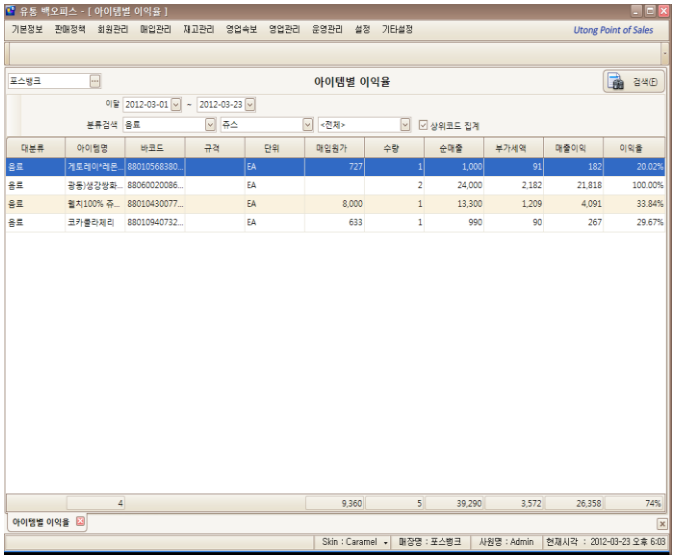
Menu for searching monthly sales report.

You may search sales information of certan months.

1. Click [Search] after selecting a month you want to search.
2. You may find information such as sales amount by POS, by payment/refund.

3. By Item

3.1 Profit Margin by Item

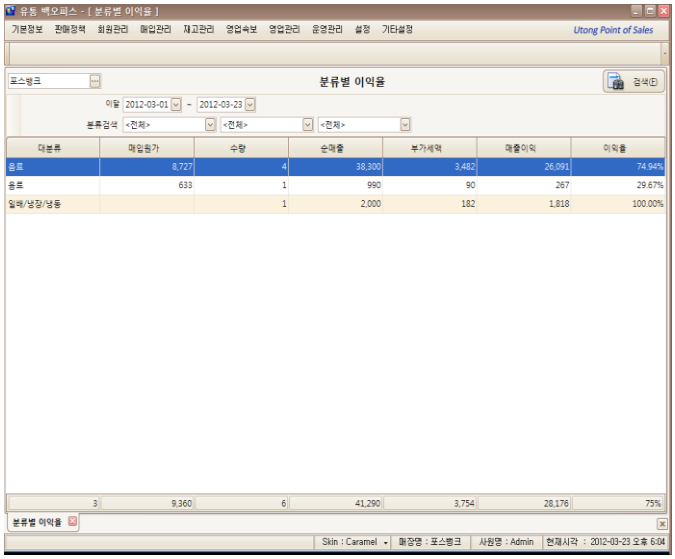


Menu for searching profit margin by item.

You may search sales profit of items sold periodically.

1. Click [Search] after selecting search period and category.
2. You are able to find the amount of items and sales profit under certan period you search.
3. If you double-click certain item under search, you may find inventory ledger.

3.2 Profit Margin by Category



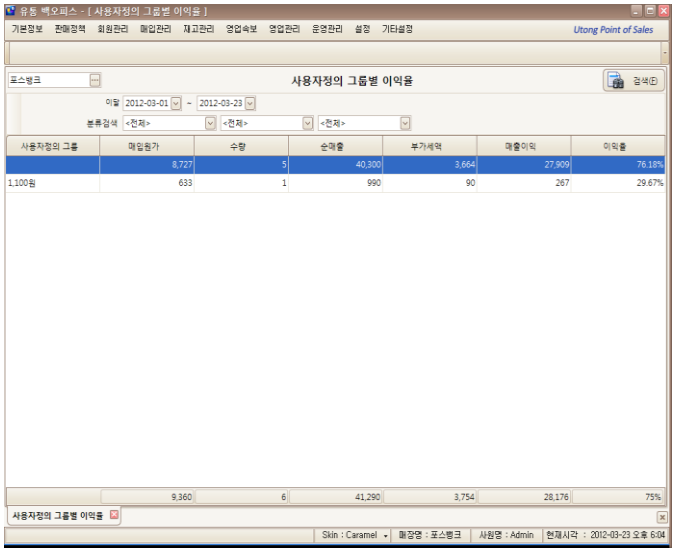
Menu for searching profit margin by category.

You may search profit margin of items sold periodically.

1. Click [Search] after selecting search period and category.
2. You are able to find the amount of items and sales profit under certan period you search.
3. If you double-click certain item under search, you may find inventory ledger.

3. By Item

3.3 Profit Margin by User Defined Group

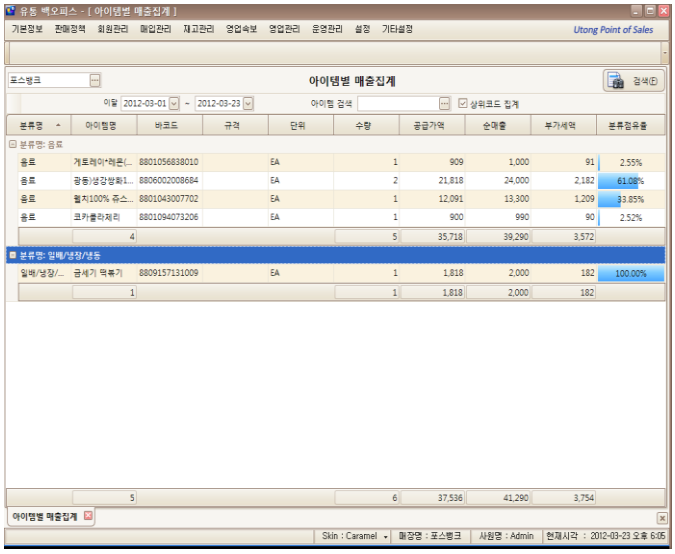


Menu for searching profit margin by user-defined group.

You may search profit margin by user-defined group.

1. Click [Search] after selecting search period and category.
2. You may find information for saels according to user-defined group you selected when creating items.
3. If you double-click certain item under search, you may find profit margen by item.

3.4 Sales Total by Item



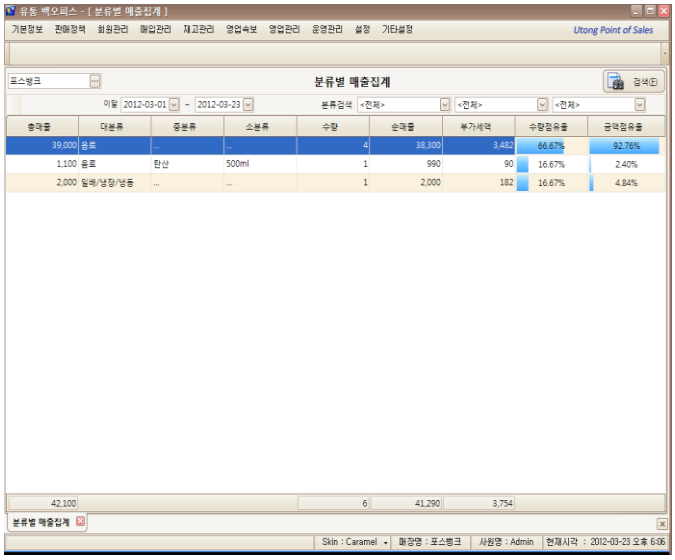
Menu for searching sales information by item.

You may find sales total by item.

1. Click [Search] after selecting search priod and item.
2. You may find total data of sales information of an item and share.
3. If you double-click certain item under search, you may find inventory ledger.

3. By Item

3.5 Sales Total by Category

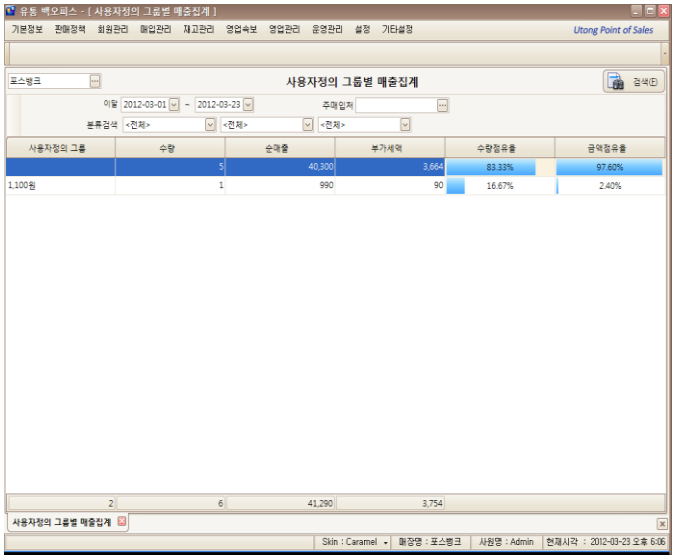


Menu for searching sales information by category.

You may search total saels by category.

1. Click [Search] after selecting search period and category.
2. You may fnd slaes information and its share by category.
3. If you double-click certain item under search, you may find menu for total tales by item.

3.6 Sales Total by User-Defiend Group



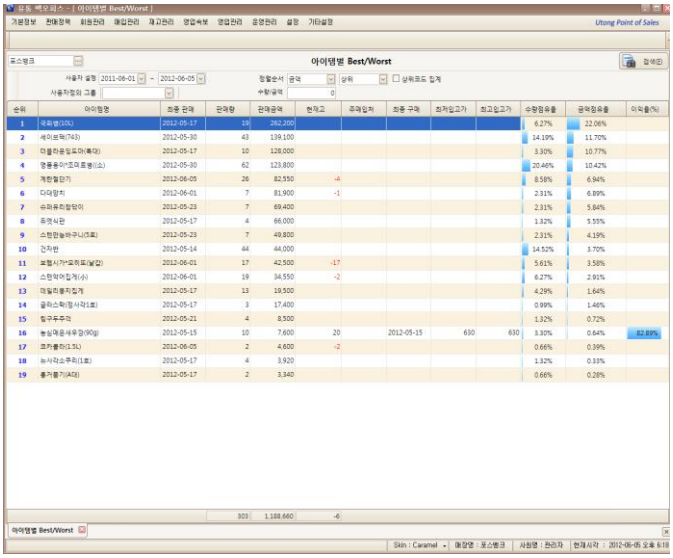
Menu for searching sales information by user-defined group.

You may search total sales by user-defined group.

1. Click [Search] after selecting search period/main supplier/category.
2. You may find information for saels and share according to user-defined group you selected when creating items..
3. If you double-click certain item under search, you may find inventory ledger.

3. By Item

3.7 Best/Worst by Item

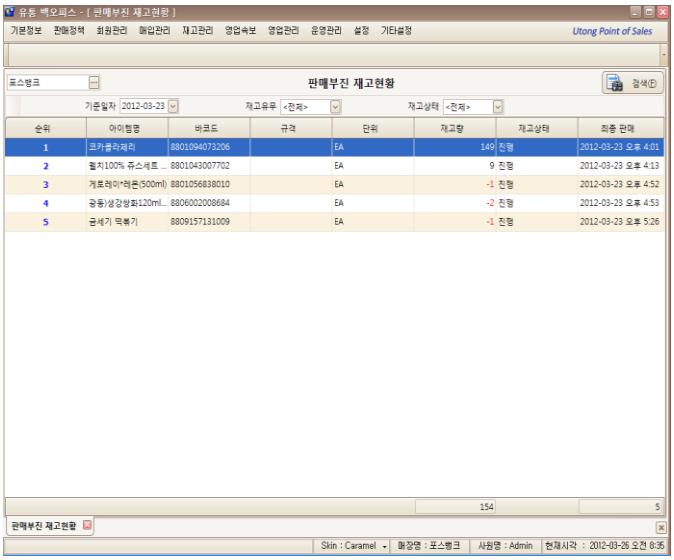


Menu for searching sales information for best/worst items.

You may search Best and worst item according to sales amount or quantity in certain period of time.

1. Click [Search] after selecting search period/sort order/user-defiend group/quantity/amount condition.
2. You may find sorted order based on searching condition of an item.
3. Quantity / amount: Larger value will be searched than on one displayed.
4. If you double-click certain item under search, you may find inventory ledger.

3.8 Inventory Total By Old Item



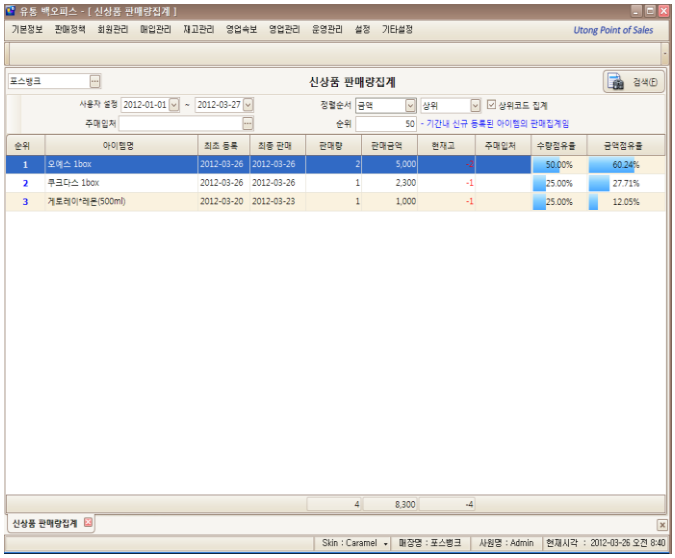
Menu for searching unpopular items.

You may search inventory of an item that is not popular from the past.

1. Click [Search] after selecting search date/Inventory/Inventory status.
2. You may find the listed items from the most unpopular ones.

3. By Item

3.9 Total Sales by New Item

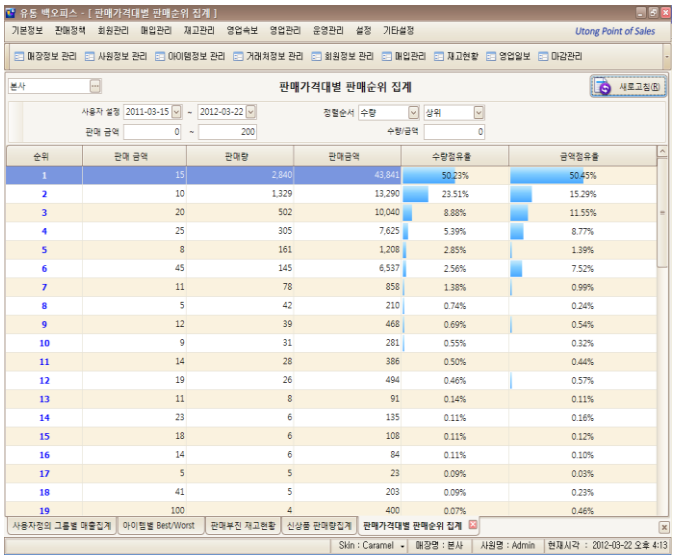


Menu for searching sales for new products.

You may search sales of an item created in certain period.

1. Click [Search] after selecting search period/date created/ sort order/main supplier/priority.
2. You may find the item information in the order you selected.
3. If you double-click certain item under search, you may find inventory ledger.

3.10 Total sales ranking by sales price.



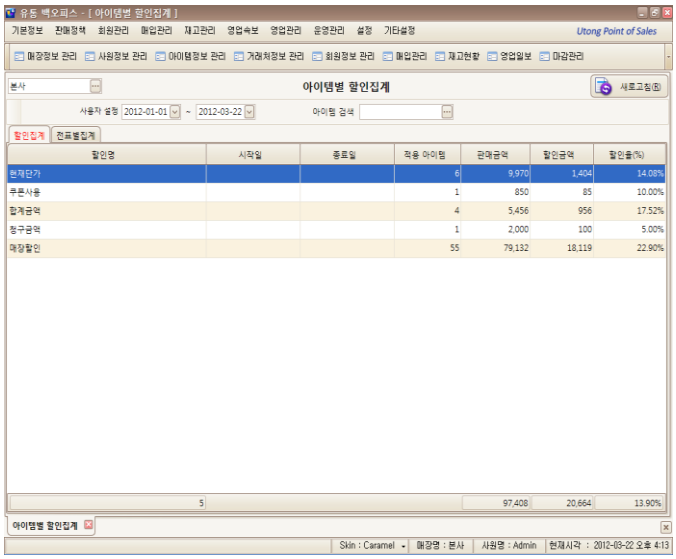
Menu for searching sales ranking by price.

You may search the amount of sold items or quantity under search period.

1. Click [Refresh] after selecting search period/sort order/sales amount/ranking.
2. You may find sales information for amount or quantity of an item or its shares sold in the period.

3. By Item

3.11.1 Item D/C Summary – Total discount

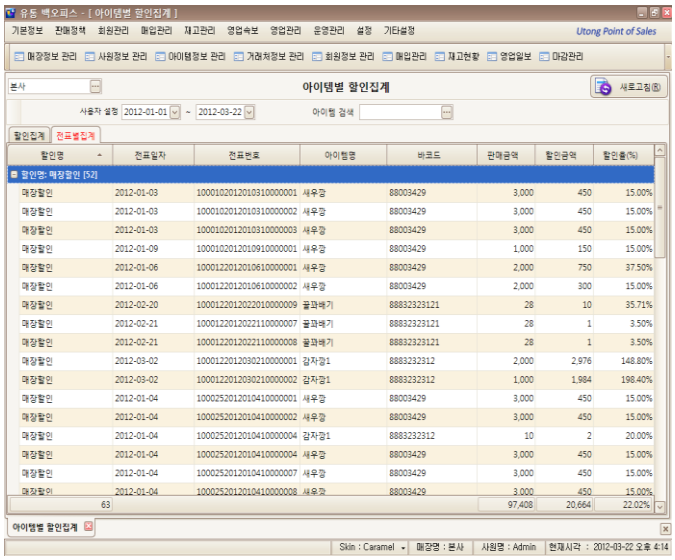


Menu for searching item discount summary.

You may search sales information for discounted items under search period.

1. Select the tab for total discount.
2. Select search period and item and click [Refresh].
3. You may find total sales for discounted items.

3.11.2 Item D/C Summary – Total transaction

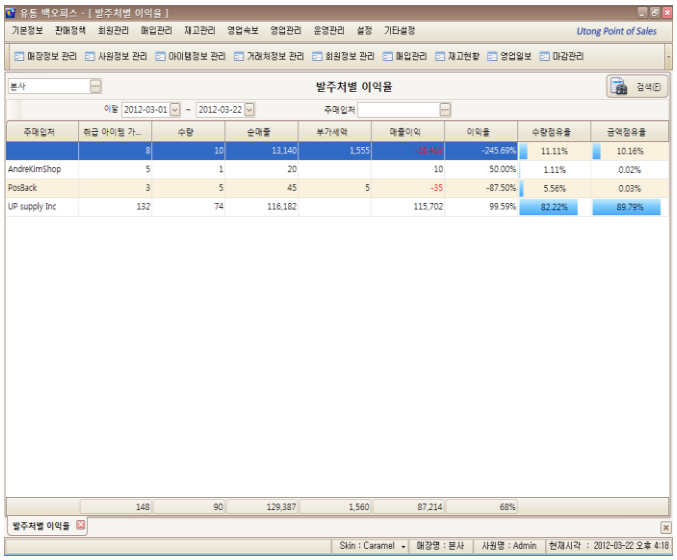


You may search sales information for discounted items by transaction under search period.

1. Select the tab for the total transaction.
2. Click [Refresh] after selecting search period and item.
3. You may search total sales for discounted items and its discount information.
4. If you double-click sales information of a certain item, receipt details will show up.

4. By Supplier

4.1 Profit Margin by Supplier

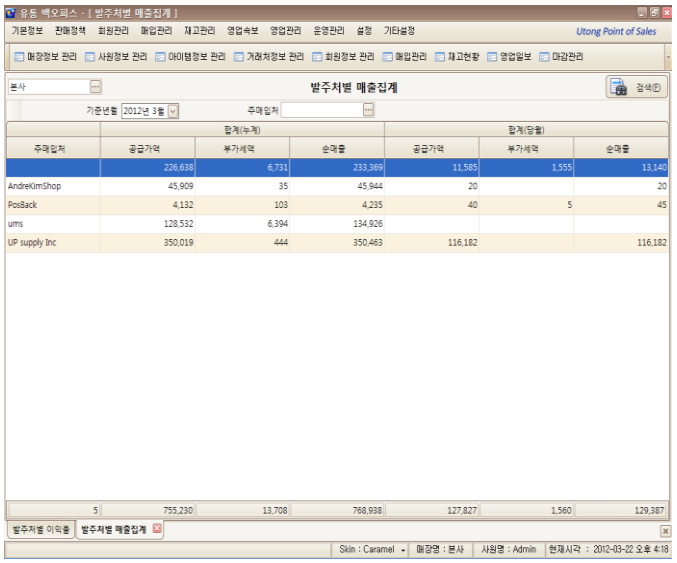


Menu for searching profits by supplier.

You may search slaes information and its profit margin by supplier under search period.

1. Click [Search] after selecting search period and main supplier.
2. You may search sales information of an item and its share by supplier.
3. If you double-click sales information of a certain item, profit margin by supplier will show up.

4.2 Sales Total by Supplier



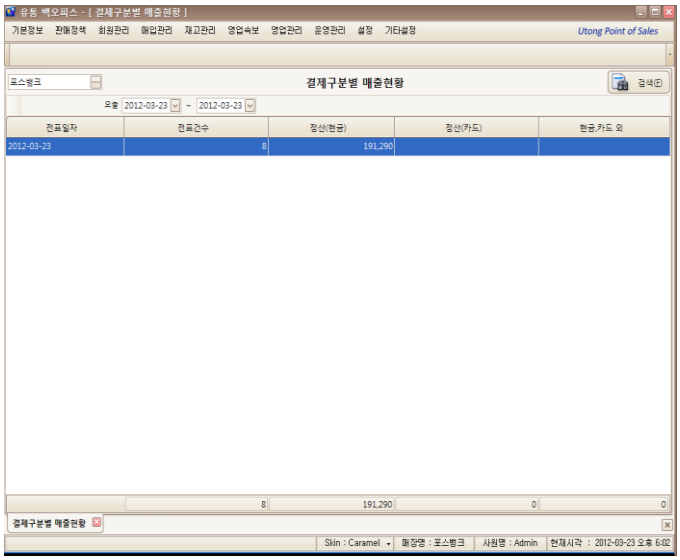
Menu for searching sales information by supplier.

You may search the total sales information by supplier.

1. Click [Search] after selecting supplier under search period.
2. You may find the accumulated total sales and total sales information in the month by supplier.

4. By Supplier

4.3 Best/Worst by Supplier



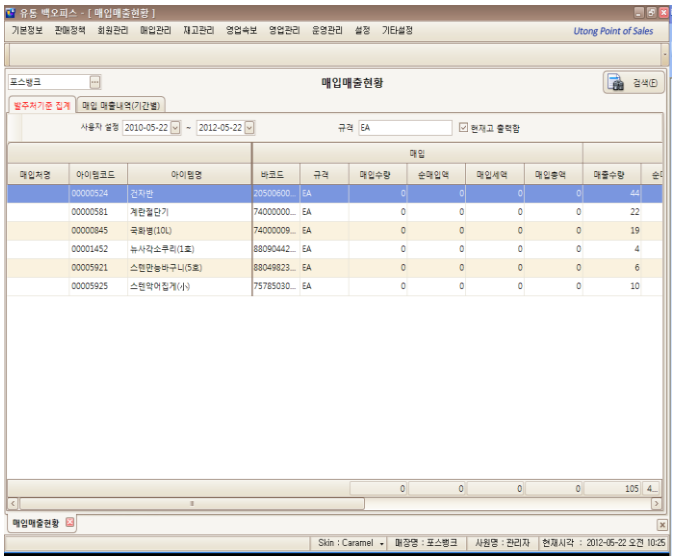
Menu for searching sales information for best/worst items by supplier.

You may search best/worst leve of contribution by supplier.

1. Click [Search] after selecting search period/sort order/ranking.
2. You may search the purchased items in best and worst based on the total sales amount.
3. If you double-click sales information of a certain supplier, best and work menu by item will show up.

4. By Supplier

4.4.1 Purchase Sales Status – By supplier in total

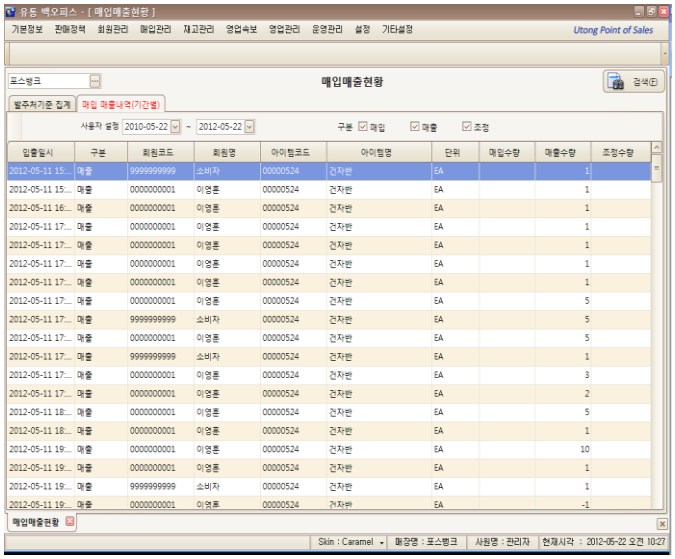


Menu for searching Purchase Sales Status by supplier.

You ay search the Purchase Sales Status by supplier.

1. Select a tab by supplier.
2. Click [Search] after selecting search period and item.
3. You may find purchase/sales information and its profit by supplier.

4.4.2 Purchase Sales Status (By period)



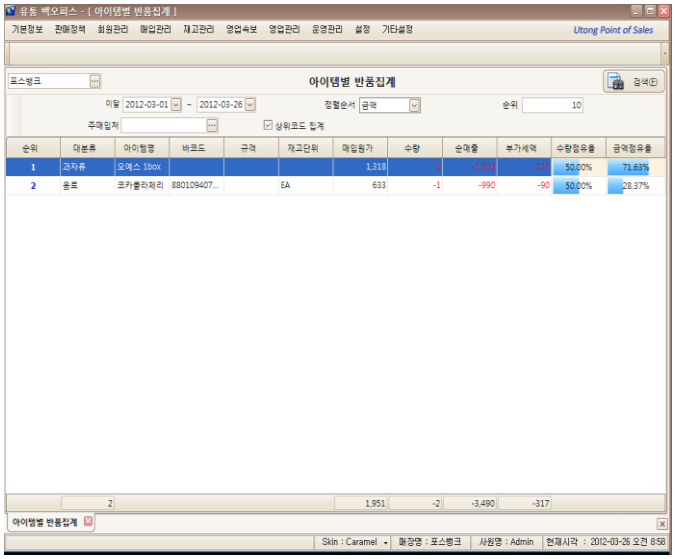
Menu for searching Purchase Sales Status by period.

You may search Purchase Sales Status by period.

1. Select the tab for purchase/sales details by period.
2. Click [Search] after selecting search period/type purchase and sales adjustment.
3. You may find information after purchase/sales adjustment.

5. Refund Status

5.1 Total refund by item

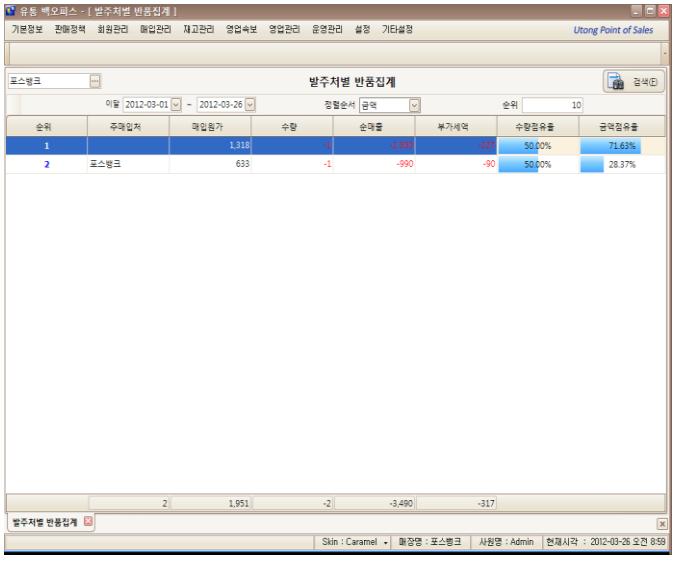


Menu for searching refund information by item.

You may search total refund information by item.

1. Click [Search] after selecting search period/main supplier.
2. You may search item quantity and its share of sales refund under a search period.
3. If you double-click a certain item under search, inventory ledger will show up.

5.2 Total refund by supplier



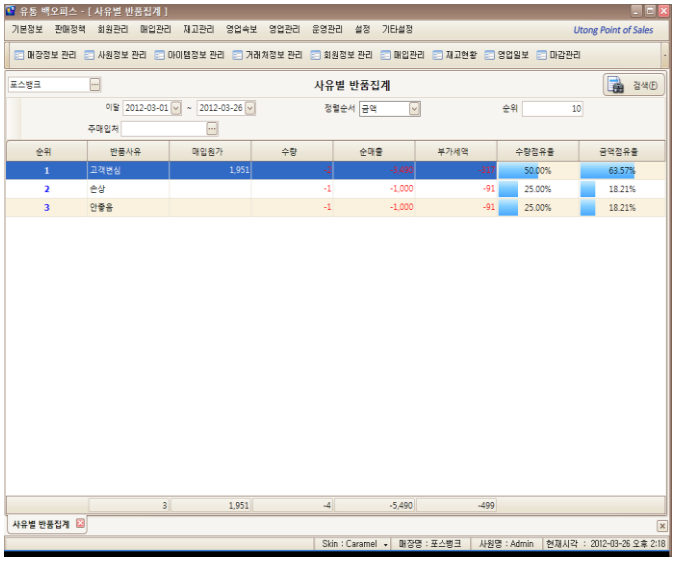
Menu for searching refund information by supplier.

You may search total refund information by supplier.

1. Click [Search] after entering search period/sort order (amount/quantity), priority.
2. You may search item quantity and its share of sales refund under a search period.
3. If you double-click a certain item under search, total refund menu by item will show up.

5. Refund Status

5.3 Return Total by Reason

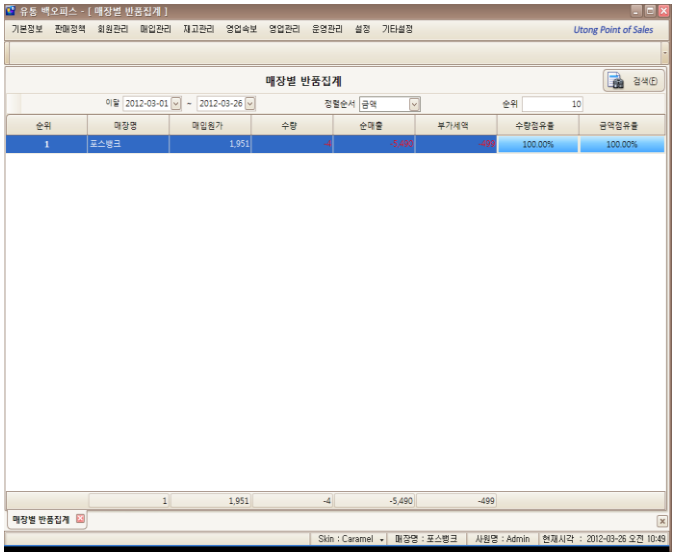


Menu for searching refund information by reason.

You may search total refund information by reason.

1. Click [Search] after entering search period/sort order (amount/q'ty), priority/main supplier.
2. You may find refund q'ty, sales information, shares according to the refund reasons.

5.4 Return Item Total by Store



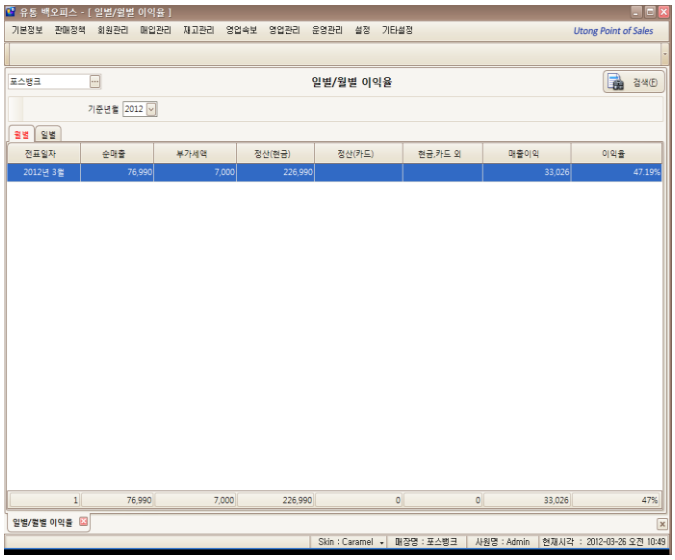
Store refundInformation Menu for searching

You may find total refund information by store.

1. Click [Search] after entering search period/sort order (amount/q'ty), priority.
2. You may find refund q'ty, sales information, shares according to store.
3. If you doubl-click a certain information under search, total refund menu by item will show up.

6. BY DATE

6.1 Profit Margin (Date/Month)

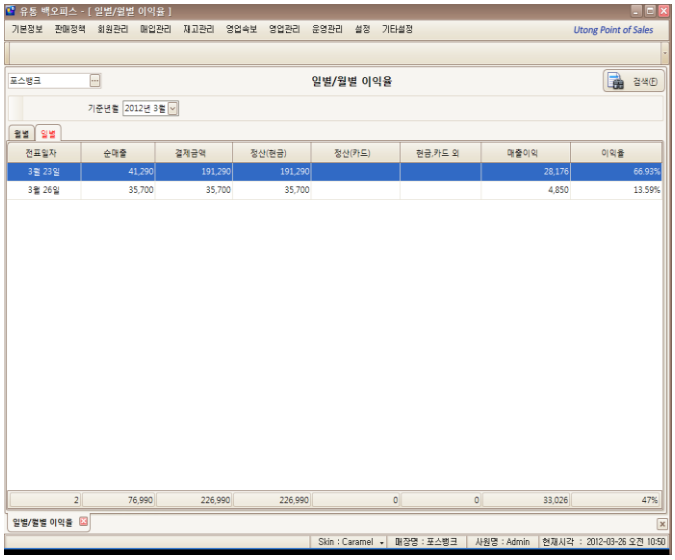


Menu for searching monthly profit margin.

You may search monthly profit on this menu.

1. Select a monthly tab.
2. Click [Search] after selecting a year you want to search.
3. You may find monthly sales information and profit of the year.
4. If you doubl-click a certain information under search, total refund menu by item will show up.

6.2 Profit Margin (Date/Month)



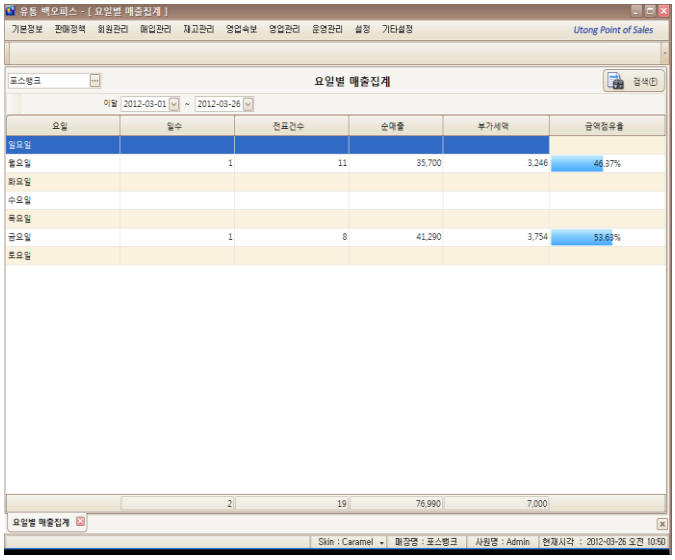
Menu for searching profit by day.

You may search profit margit by day.

1. Click [Search] after selecting month and year.
2. You may find sales information and profit in the month.

6. BY DATE

6.3 Total Sales by Date

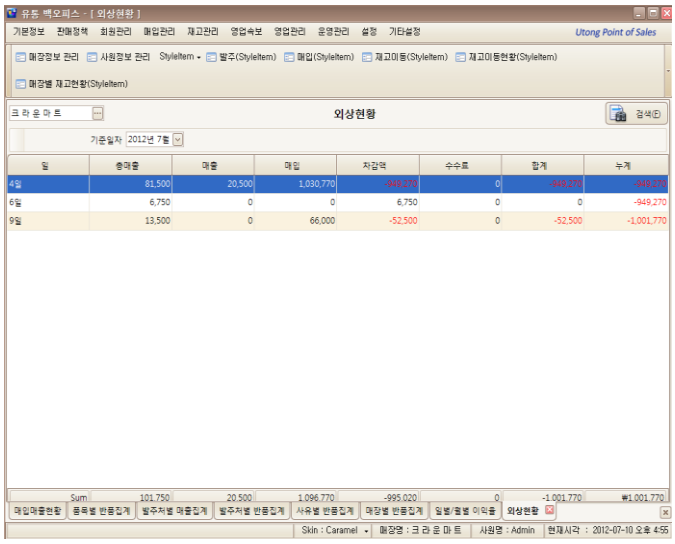


Menu for searching sales Information by day.

This menu enables users to search sales by day.

1. Click the [Search] button after selecting search period.
2. You may count store share and search sales information by day.

6.4 Status of Sales on Credit



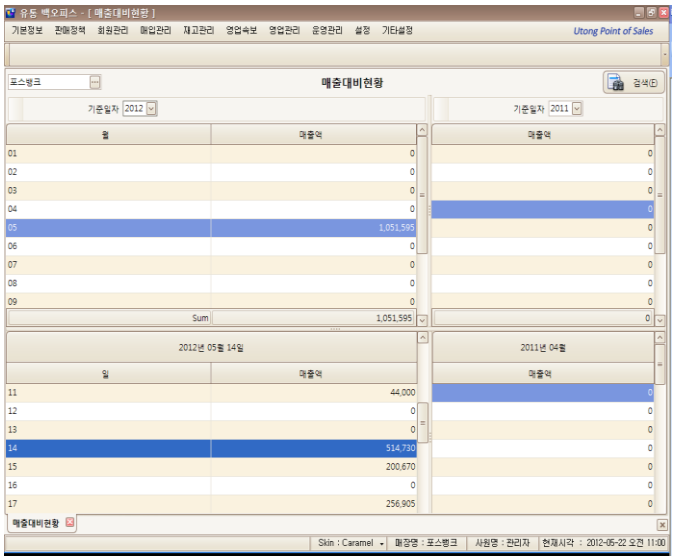
Menu for searching information for sales on credit.

You may search closing details for sales/purchase on credit.

1. Click [Search] after selecting a month.
2. You may find closing statements for sales/purchase on credit in the month.

6. By Date

6.5 Profit Ratio compared to Sales

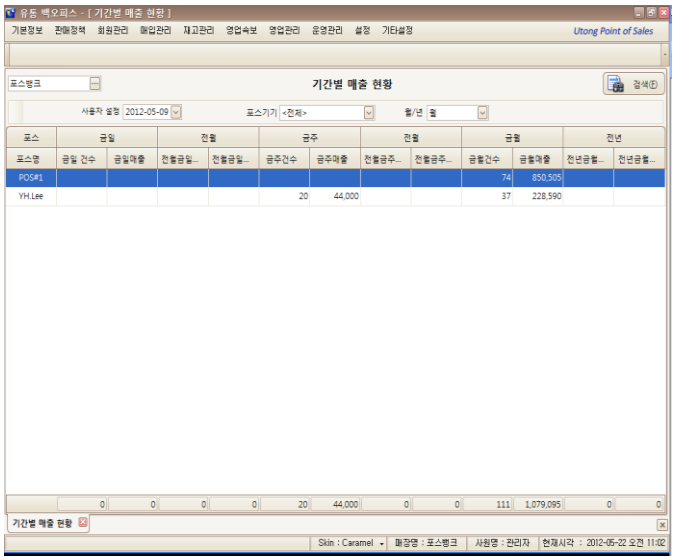


Menu for searching sales information compared to period.

You may search monthly total and daily total for this year and last year.

1. Click [Search] after selecting a year.
2. You may search monthly sales total for this year and the year before.
3. You may find the information on the grid on the lower side.

6.6 Sales Status by period



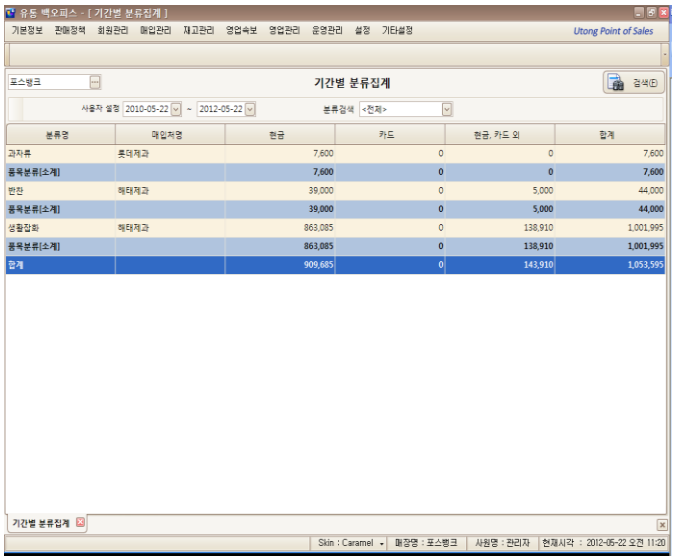
Menu for searching sales information by period.

You may search sales status by period.

1. Click [Search] by selecting date/POS device.
2. You may find sales information according to date and month.
3. You may also find sales information according to year.

6. By Date

6.7 Sales Total by Season

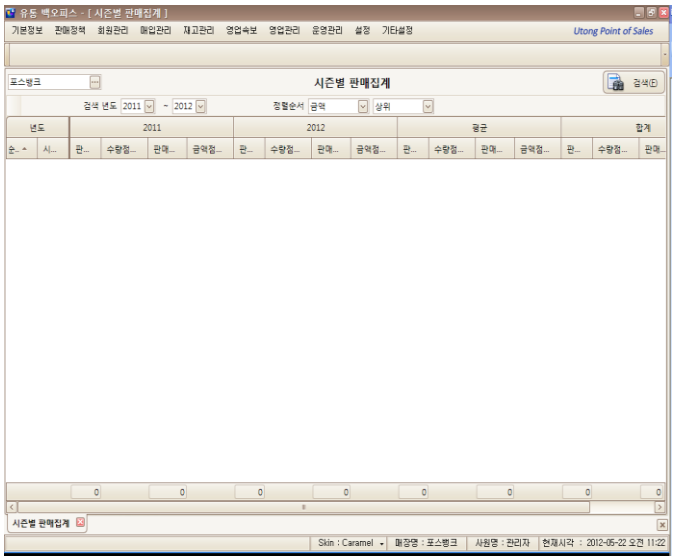


Menu for searching sales information by period.

You may search sales by category.

1. Click [Search] after selecting search period and category.
2. You may find sales information according to category/supplier/payment method under the search period.

6.8 Sales Total by Season



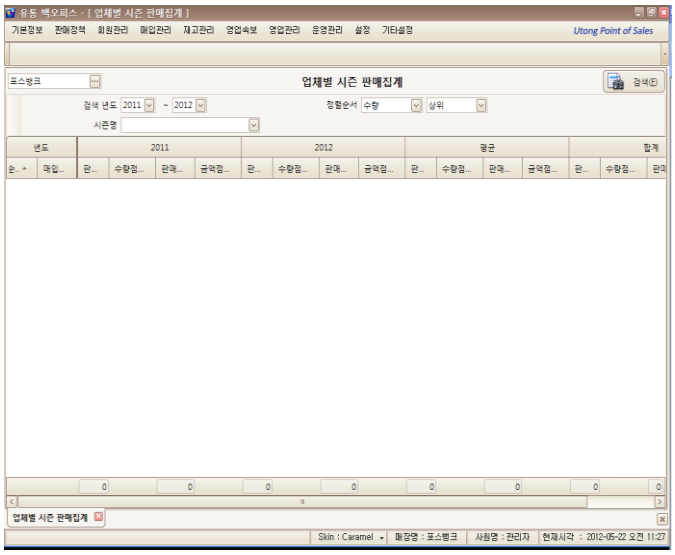
Menu for searching total sales by season.

You may search monthly sales on this menu.

1. Click [Search] after selecting search period and sort order.
2. You may find sales information and share for season/event.

6. By Date

6.9 Season Sales Total by Supplier

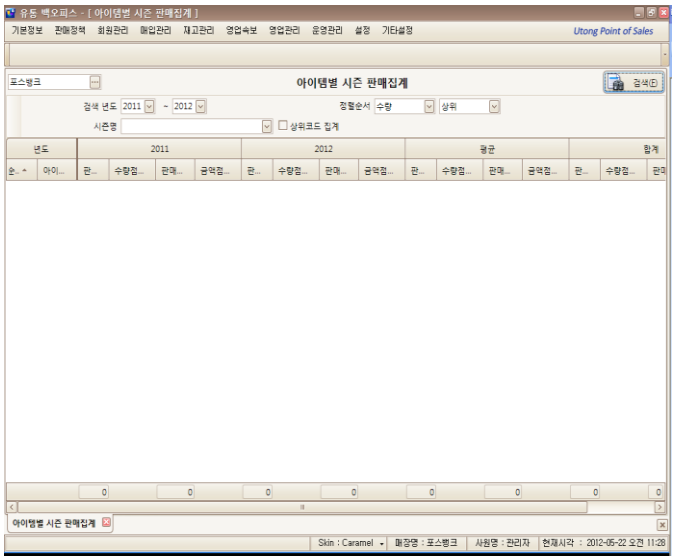


Menu for searching season sales information by supplier.

You may search season saels by supplier.

1. Click [Search] after selecting search period/season name.
2. Sales information and share will be displayed in the order of number of sales and amount of sales by supplier.

6.10 Season Sales Total by Item



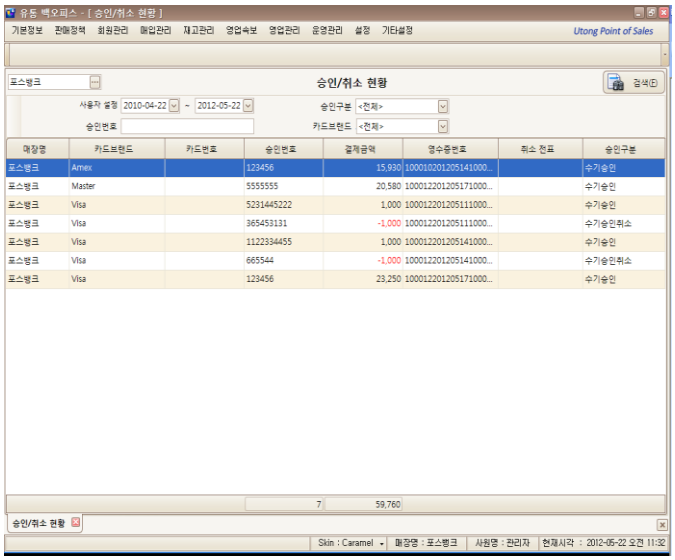
Menu for searching information by item.

You may search sales information of items sold in season.

1. Click [Search] after selecting search period and season name.
2. Sales information and share will be displayed in the order of number of sales and amount of sales by supplier.

7. By Credit Card Type

7.1 Approve/cancel status

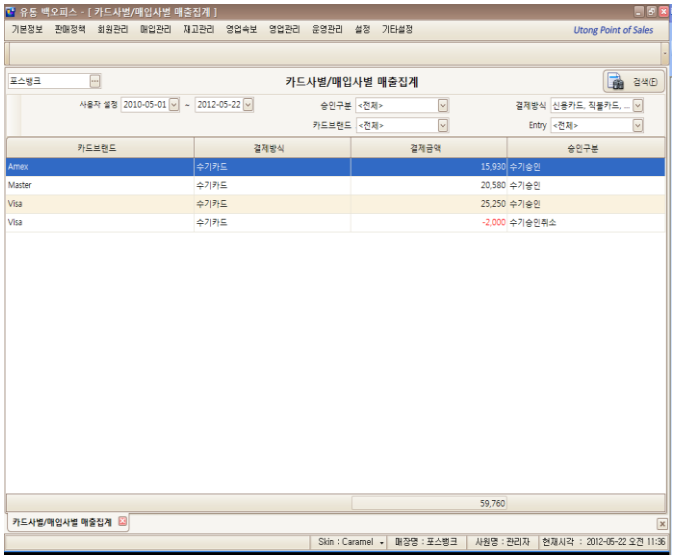


Menu for searching approval and cancel information by card company.

You may search approval and cancel information by card company on this menu.

1. Click [Search] after selecting search period/approval type/approval number/card brand.
2. It will search credit card status under a search period. (including offline credit cards)

7.2 Sales Total by Credit Card/Supplier Type



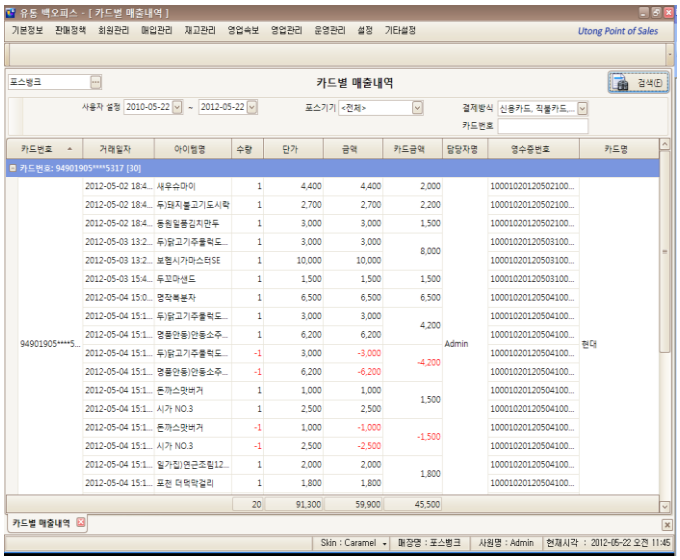
Menu for searching Sales Total by Credit Card/supplier Type.

You may search sales total by card company or supplier.

1. Click [Search] after selecting search period/approval type/Payment method/card brand/Entry.
2. You may find sales total by credit card type.

7. By Credit Card Type

7.3 Card Sales



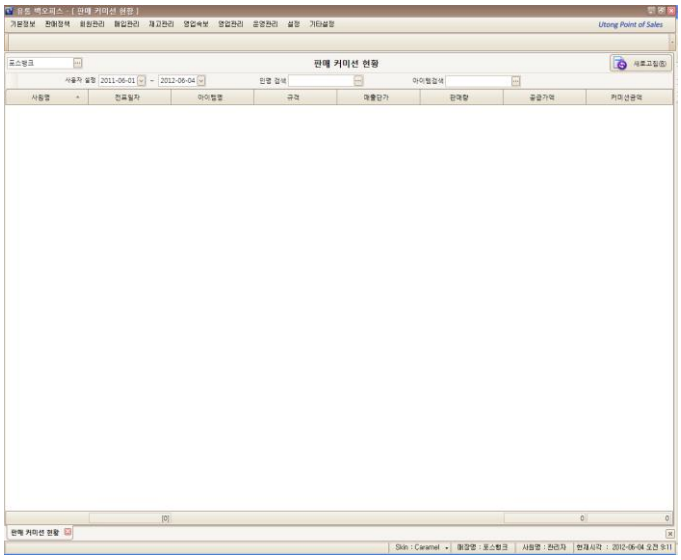
Menu for searching sales information by credit card.

You may search details for card sales.

1. Click [Search] after selecting search period/POS device/Payment method/card brand
2. It will search Sales date/item/sales information by credit card type.

8. Sales commission status

8. Sales commission status



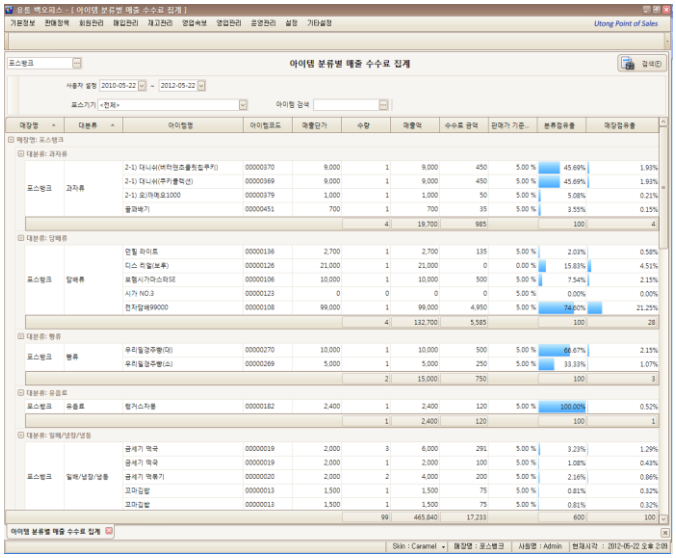
Menu for searching sales commission information.

You may search sales commission status for Store/supplier/customer/employee

1. Click [Refresh] after selecting search period, Personal search, and item search.
2. If you sell items for personal commission, applicable sales information will show up.

9. Manage fees

9.1 Sales fee total by item category

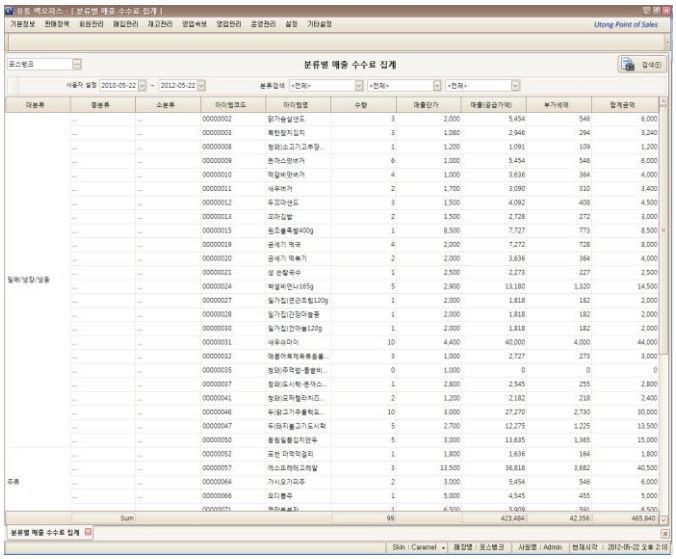


Menu for searching fees by items.

You may search sales fee by category.

1. Click [Search] after selecting search period/POS device/item name.
2. You may find sales information of an item, amount of fees, and share of fees.

9.2 Sales fee total by item category



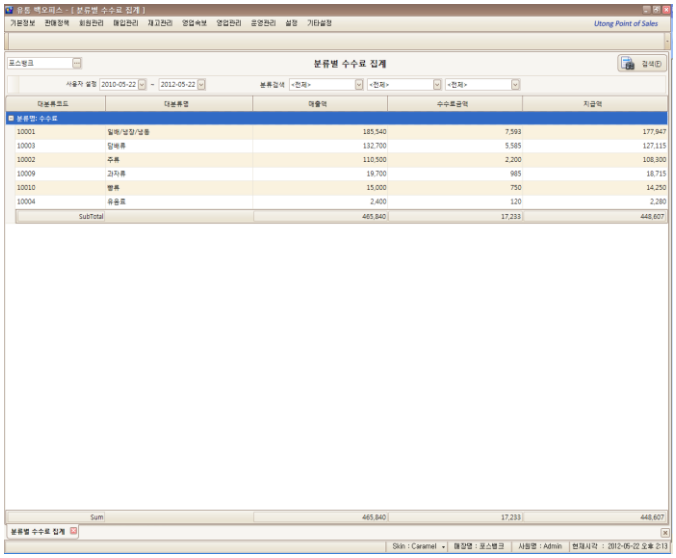
Menu for searching fees by category.

You may search sales fee total by item category.

1. Click [Search] after selecting search period and category.
2. You may find sales information of an item, amount of fees, and share of fees.

9. Manage Fees

9.3 Sales fee total by item category

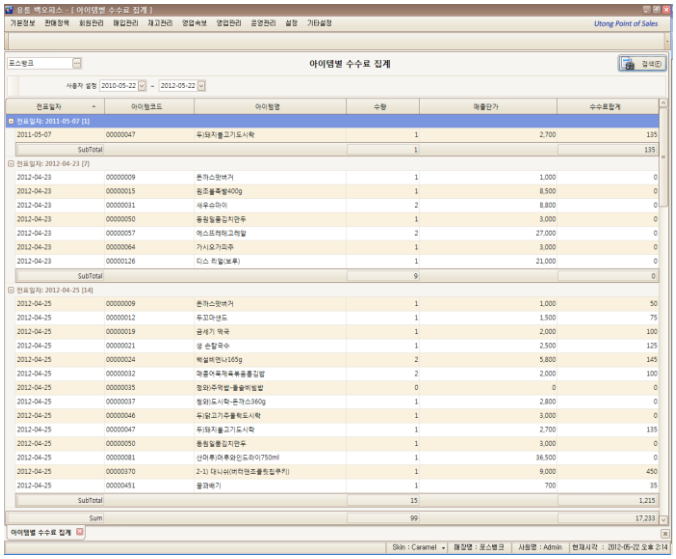


Menu for searching fee information by category.

You may compare categories with fees and without fees.

1. Click [Search] after selecting search period and category.
2. You may find sales information of an item, amount of fees, and share of fees.

9.4 Total fee by item



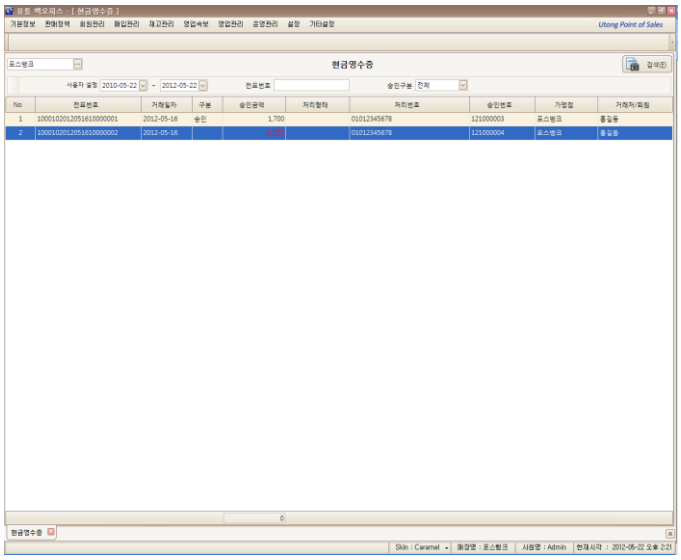
Menu for searching fee information by item.

You may search total fees by item.

1. Click [Search] after selecting search period.
2. You may find total fees and sales information of an item.

10. Cash receipt

10.1 Cash receipt



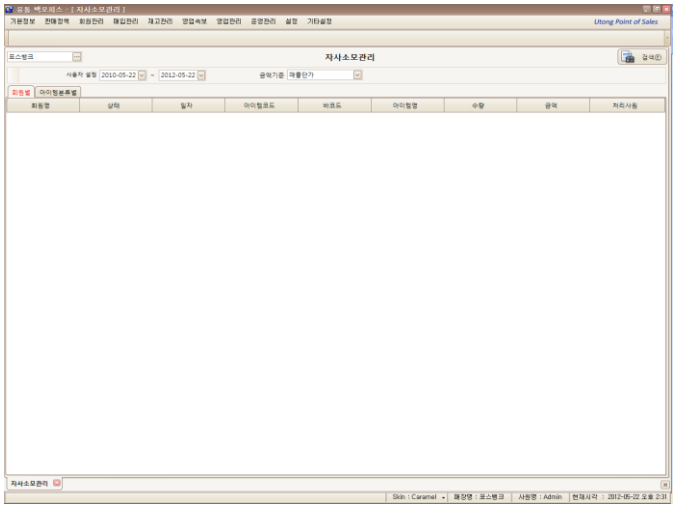
Menu for searching sales information by cash receipt.

You may inquiry payment information for the payments you issue cash receipt.

1. Click [Search] after selecting search period/transactio number/approval type.
2. search period receipt Payment search. You may search payment details with cash receipts under search period.

10. Company Consume Detail

10.2 Company consume detail (By customer)

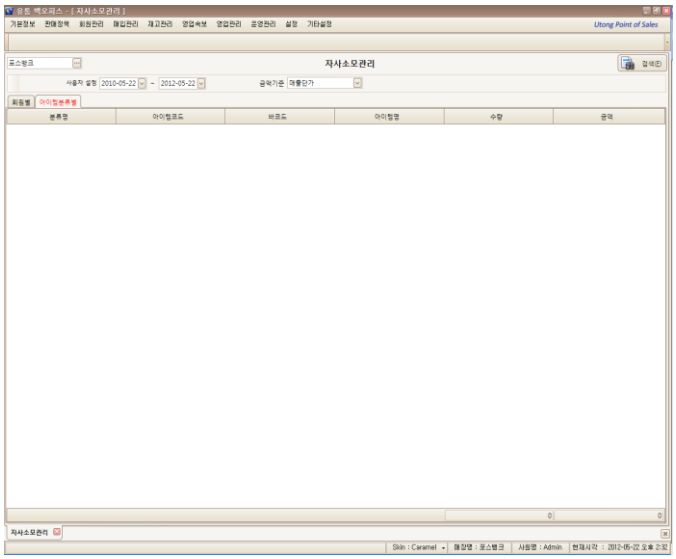


Menu for searching company consume detail by customer.

You may search total company consume detail by customer.

1. Select a tab by item customer.
2. Click [Search] after selecting search period and amount standard.
3. You may find the consume details by category.

10.3 Company consume detail(By item category)



Menu for searching company consume details by item category.

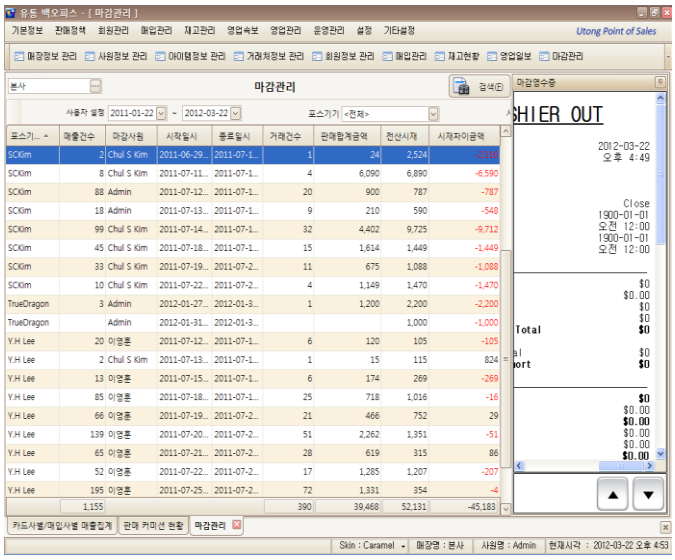
You may search total company consume detail by category.

1. Select a tab by item category.
2. Click [Search] afterselecting search period and amount standard.
3. You may find the consume details by category.

OPERATION

1. Manage Closing

1.1 Manage Closing

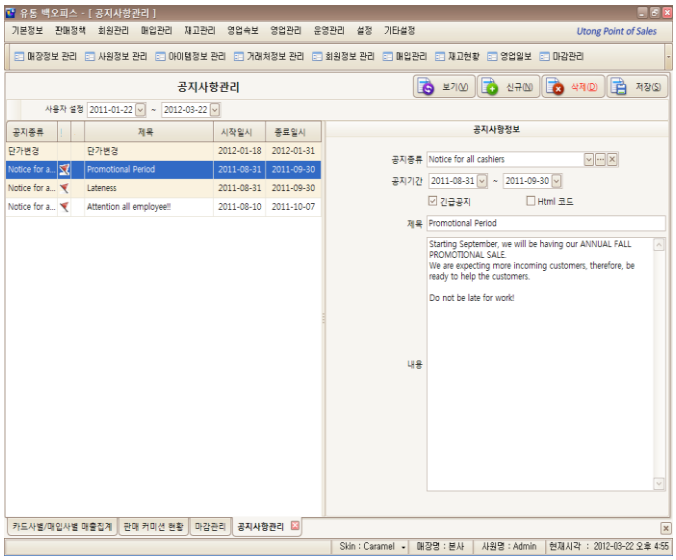


Menu for searching closing information.

You may search closing information along with receipt.

1. Click the [Search] button after selecting search period and POS device.
2. Closing information will be searched.
3. If you select the searched information, you may check closing information on 'closing receipt' screen.

2. Manage Announcements



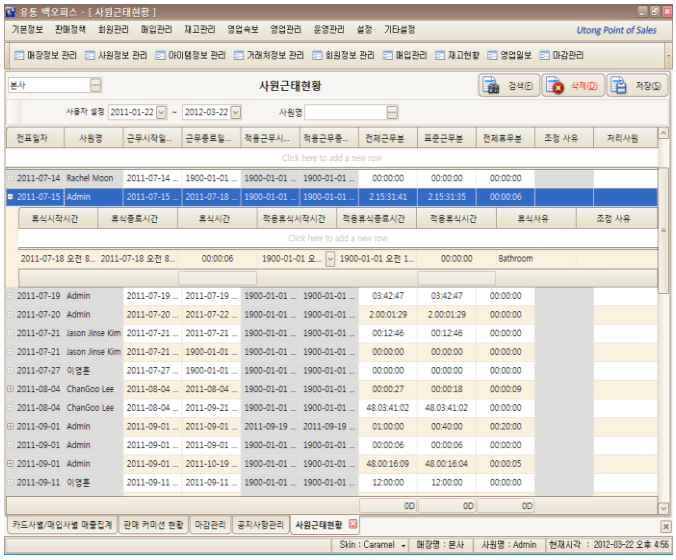
Menu for searching announcements.

You may manage announcements on POS.

1. Announcements will be displayed if you click [Refresh] after selecting a search period.
2. Click the [New] button, save after entering type/period/title/contents on 'announcement information'.
3. Uploaded announcements will be displayed when POS program starts.

3. Employee's Time Cock Status

3.1 Employee's Time Clock Status

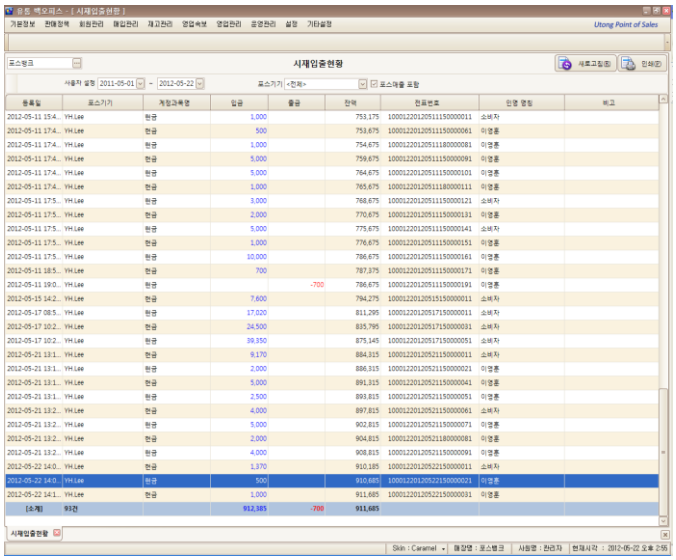


Menu for searching employee's time clock information.

You may check and adjust employee's time clock status.

1. Select a search period and employee name, and click [Search].
2. You will see emplyee's time clock information under search period.
3. Select 'Click here to add a new row' and you may newly create an emplyee's time clock information. You may also save after revising existing information.

4. Cash In/Out Status



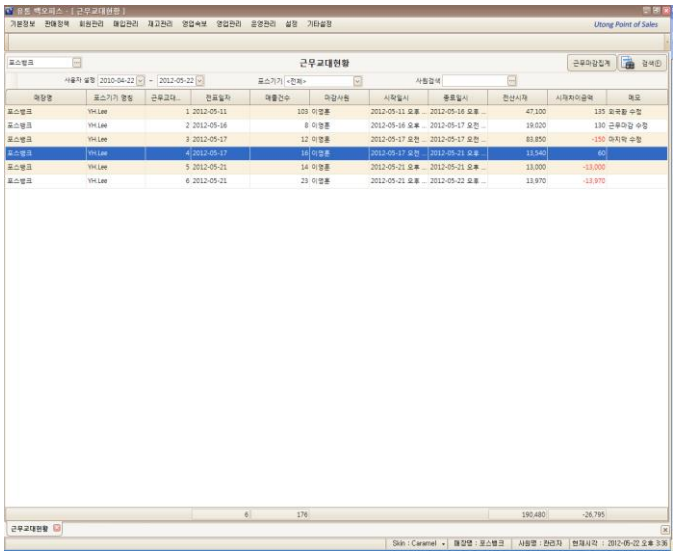
Menu for searching cash in/out information.

You may search cash in/out information on POS sales.

1. Click [Refresh] after selecting search period.
2. Cash in and cash out details will be displayed.

5. Status of Cashier In/Out

5.1 Status of Cashier In/Out

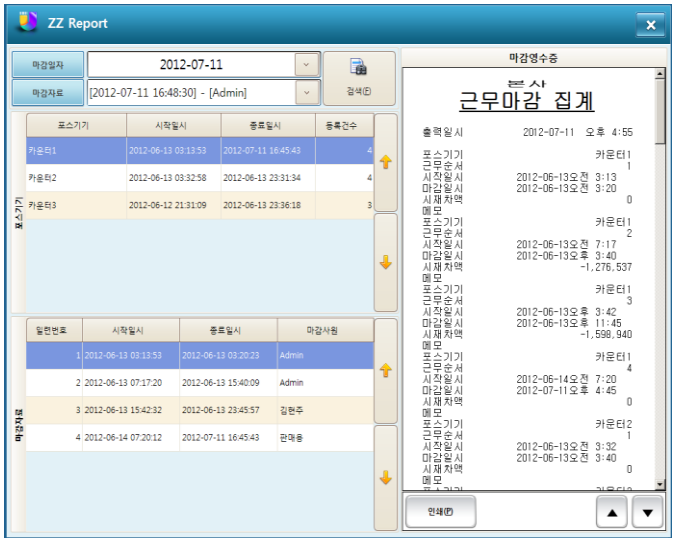


Menu for searching sales Information when clocking out.

You may search employee's clock in/out and closing information.

1. Click [search] after selecting search period, POS device, and employee name.
2. You will find the applicable information.
3. If you double-click certain data, receipt shows up when closing or clocking out.

5.2 EOD



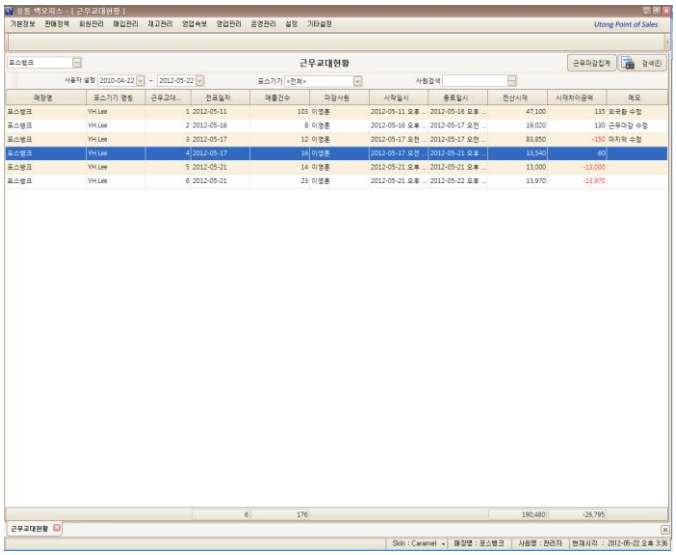
Menu for searching EOD.

You may search closing information on this menu.

1. Click [EOD] on cashier in/out status menu.
2. Click [Search] after selecing settlement date/EOD date on popup screen.
3. EOD will be searched based on information of POS device/EOD data/closing receipt.

5. Status of Cashier In/Out

5.3 Edit Cashier In/Out



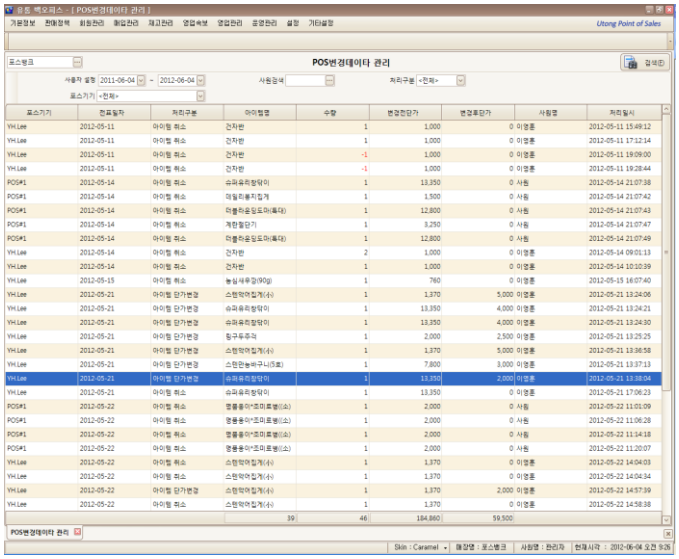
Menu for searching sales information when cashier out.

You may revise details processed during POS cachier in/out.

1. Select cashier in/out information on the screen.
2. Click [Shift change]
3. Revise shift change information on a popup screen and save.

6. Manage POS Data Change

6.1 Manage POS Data Change



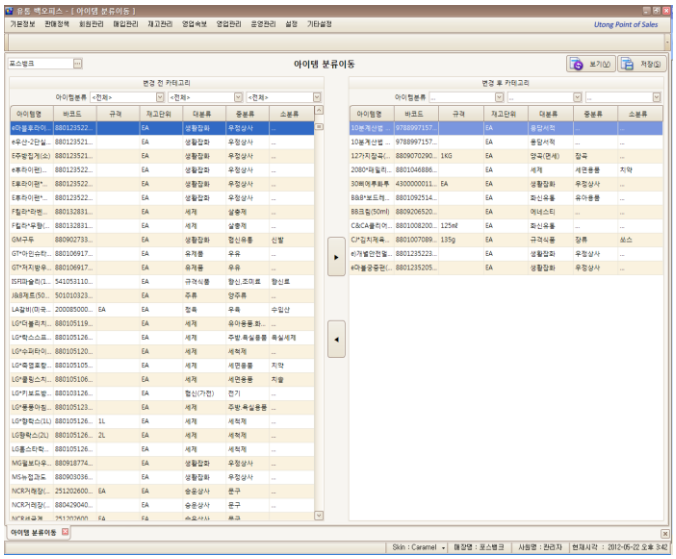
Menu for searching sales information when clocking out.

You may search processed data and unit price information for POS sales.

1. Click [Search] after selecting search period/employee/POS device.
2. It searches sales details changed by canceling item and changing unit price.

7. Manage Master for Non-category

7.1 Move item category

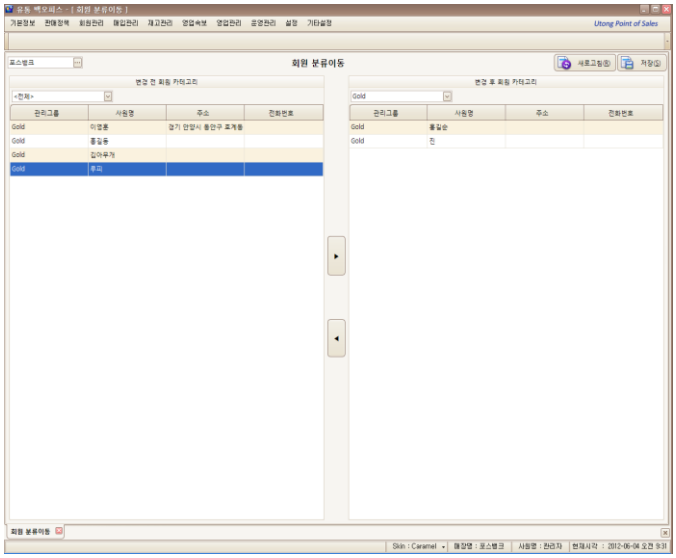


Menu for moving item category.

You may use this screen to move and manage the item category.

1. Select an item category and click [Refresh] to search an item.
2. Select an item you want to move and move to another category.
3. Save after selecting a category after change.

7.2 Move customer category



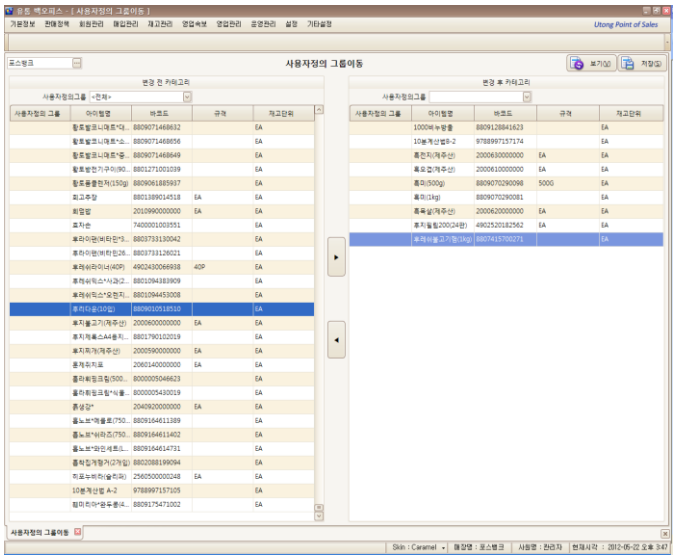
Menu for moving customer group.

You may use this screen to move and manage the customer category.

1. Select an item category and click [Refresh] to search a customer.
2. Select a customer you want to move and move to another category.
3. Save after selecting a category after change.

7. Manage Master for Non-category

7.3 Move customized group



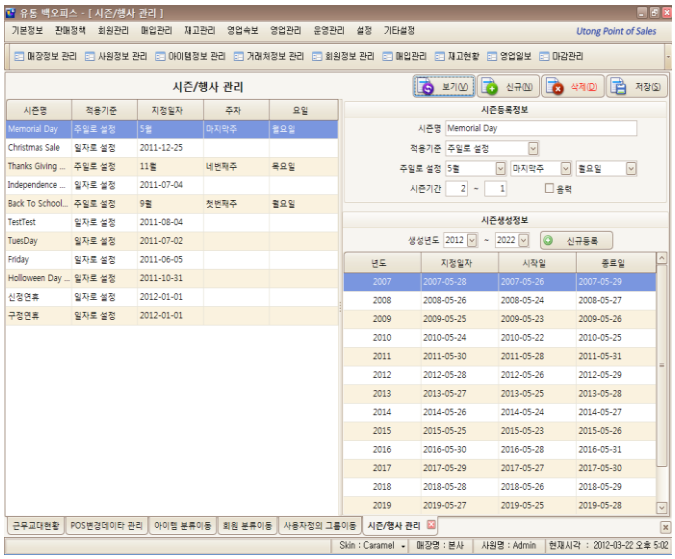
Menu for moving customized group.

You may move and manage items included in customized category.

1. Select an item category and click [Refresh] to search a group.
2. Select an item you want to move and move to another category.
3. Save after selecting a customized group after change.

8. Season/Event

8.1 Season/Event



Season/Event Menu for managing

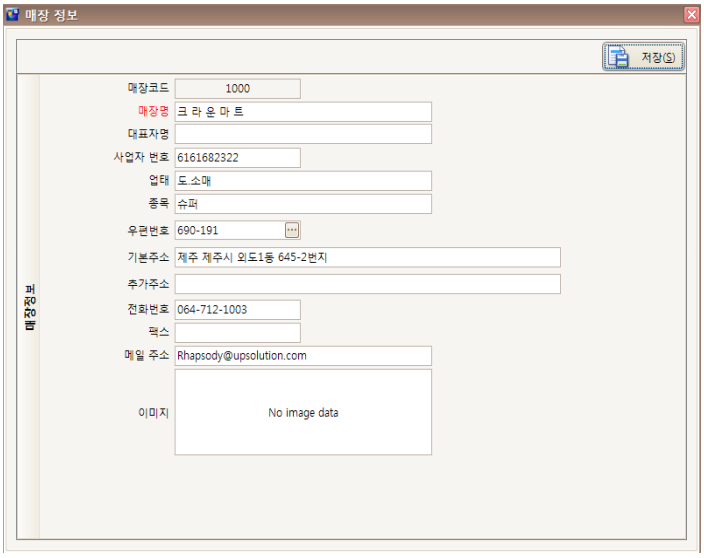
You may search and enter season/event.

1. Click [Refresh]
2. You may find seasonal details on the left.
3. Initialize the created items by clicking [New].
4. Created item
   - Name of season: create a name for searched items.
   - apply to : setup
   - Designate day/week: Setup a start date for an event.
   - Period of season: Setup an event period.
   - Create seasonal Information: If you create [New] based on the info above, you will find information.
5. Click [Save] for seasonal use.

SETUP

1. Store Setup

1.1 Store Information

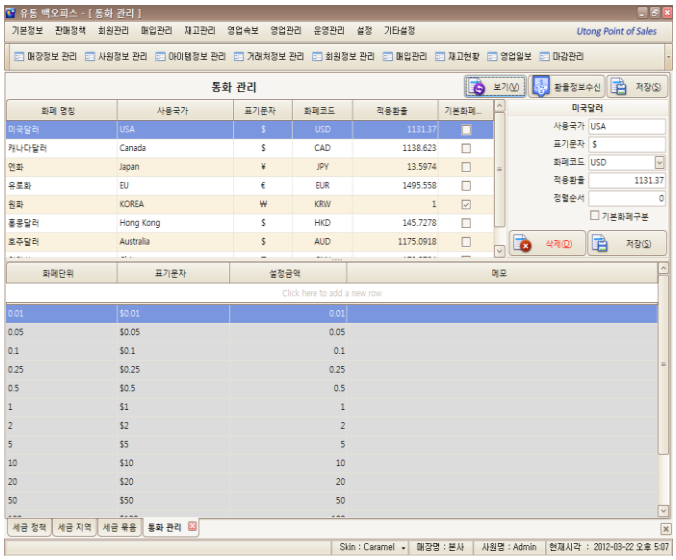


Menu for managing store information.

You may find the details you created on Basic Information/Store Information.
Save after changing basic information to keep the info.

1. Store Setup

1.2 Manage Currency

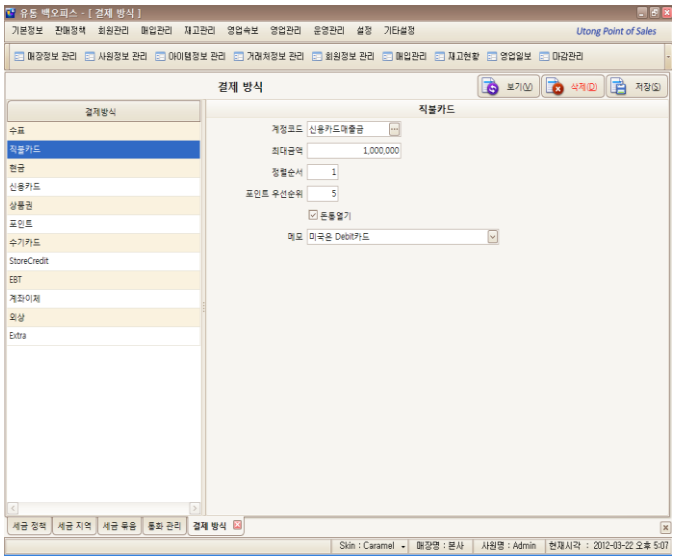


Menu for searching currentcy information.

You may search or select currency information used in system.

1. [Exchange rate Information] : If you have the access to the Internet, exchange rate information will automatically applied.
2. If you select [Basic currency type] on currency management, you will find this currency on program.
3. When yu enter a currency unit, displaying letter, and amount on the lower grid, information will be displayed.

1.3 Payment method



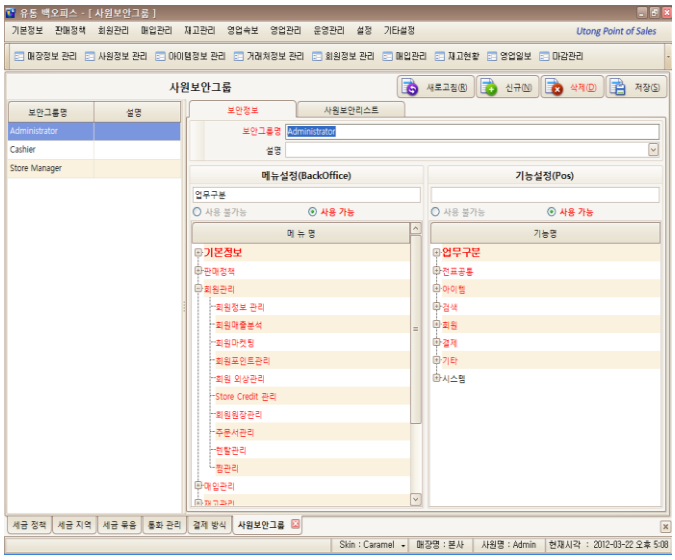
Menu for checking types of payament method.

You may check information regarding POS payment method.

1. Select a payment method on the left side.
2. Save after revising and entering info on the right.
   - Account code: Select an account code.
   - Maximum amount: When making POS Payment.
   - Open cash drawer: When making POS Payment
3. Delete info you want to delete.

2. Employee Security Group

2.1 Security Information

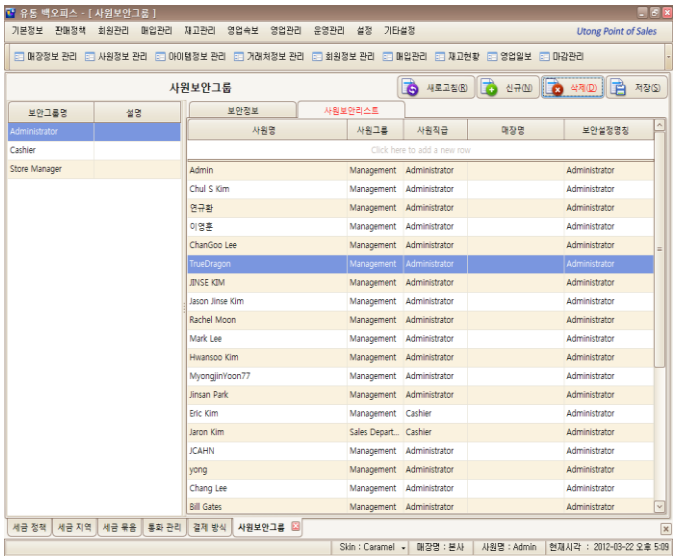


Menu for checking security information.

This menu enables users to manage System Permission group

1. [New]: Create a security group name and select permission for (BackOffice) / (Pos) and save.
2. Select a security group name on the right, edit permission info and save.
3. Setup an employee's system permission in addition information.

2.2 Employee Security List

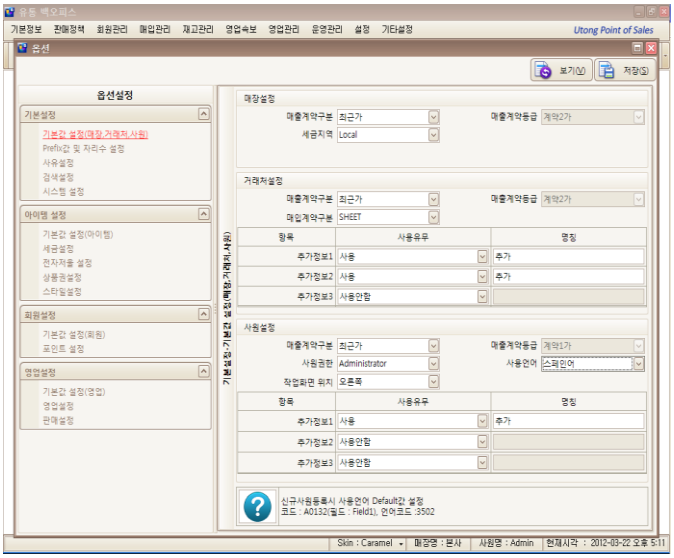


This menu enables users to search the setup status of employee's security.

1. Select group on the left.
2. Searches employee information of security group on the right side.

3. Option

3.1 Setup a Basic Value



Menu for managing the basic value for (Store,supplier/customer,employee)

1. Store Setup
   - Classify sales contract: item amounts that will be applied when on sale.
   - Sales contract level: Select a sales contract price.
   - Tax area: Select a Tax area.
2. Setup Supplier/Customer
   - Classify sales contract: item amounts that will be applied when on sale.
   - Sales contract level: Select a sales contract price.
   - Classify a purchase contract: item amounts that will be applied when you make purchase.
3. Setup employee
   - Classify sales contract: item amounts that will be applied when on sale.
   - Employee permission: shows up when creating an employee.
   - Screen location: Select a sales mode on the left and right.

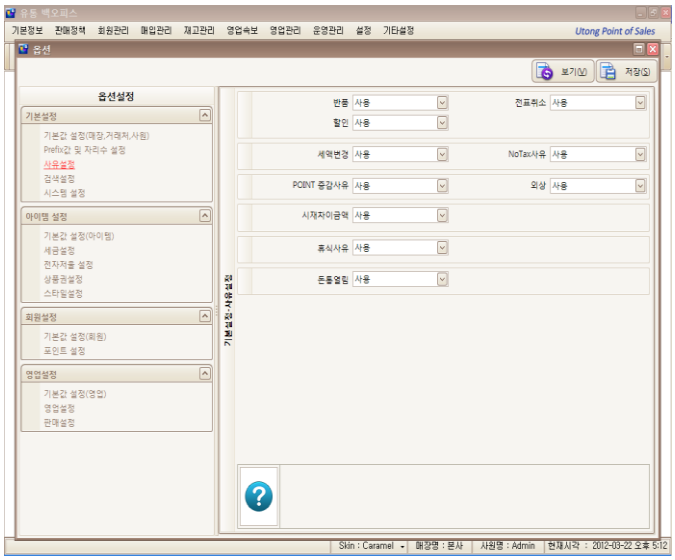
3.2 Setup a Prefix Value and Digit

Menu for managing prefix value and digit setup.

1. Prefix value
   - Select employee's MSR card login: Manages the first and the last letter when reading a card.
   - Voucher: Manages the displaying letters when reading vouchers.
   - Coupon: Manages the displaying letters when searching coupons.
   - Customer card number: Manages the displaying letters when reading customer card.
2. Setup a digit (maximum of digit number)
   - Manages the digit number of number/amount/tax rate (%)/point used in system, and its maximum digit.
3. Setup a digit(search)
   - Barcode: manages maximum digit of barcodes.
   - Customer card number: manages mamximum digit of customer card number.

3. Option

3.3 Setup Reason



Menu for configuring reason code.

You may setup reasons for refund/transactioncancel/discount/Change tax amount/NoTaxReason/Reason for increased point/Sales on credit/amount difference/Reason for break/cash drawer open.

3.4 Search Option

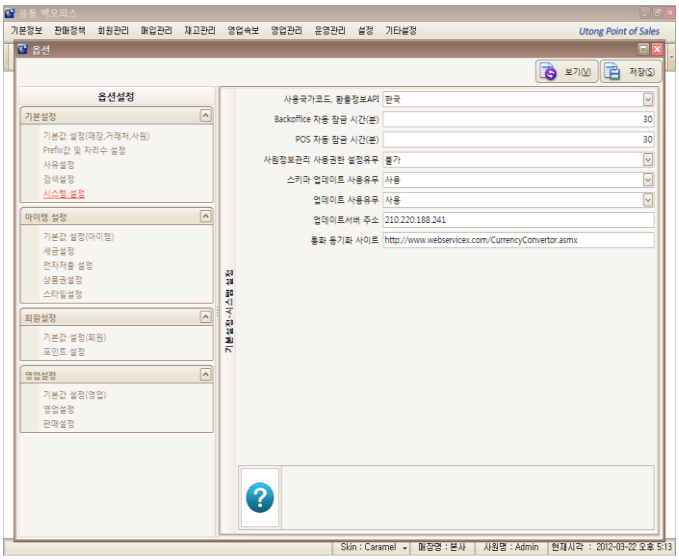
Menu for searching setup

1. Limit the entire search
- If you select among supplier/customer/customer/items, a search will start.

2. item
- Search item: You may choose a function that you don't need to type the entire search word but part of it.

3. Option

3.5 system Setup



Menu for managing system basic Setup

1. Country code: Choose a country code in use.
2. Backoffice automatic log-out(minute) :
   Setup time for an automatic shutdown.
   POS automatic log-out (minute):
   Setup time for an automatic shutdown.
3. Use Employee Information Permission Setup:
   - Select if you will use permission setup or a basic setup.
4. Use Skima update: Select if you will use skima update by checking database change.
5. Use update: Option for preventing automatic update.
6. Update server address: updates server addresses
7. Currency Synchronization site: provides information for Exchange rate.
8. Use Hand terminal:
   - Composed of simplified (Korea) transaction: automatic process
   - Composed of detailed(Overseas) transaction: revisable process

3. Option

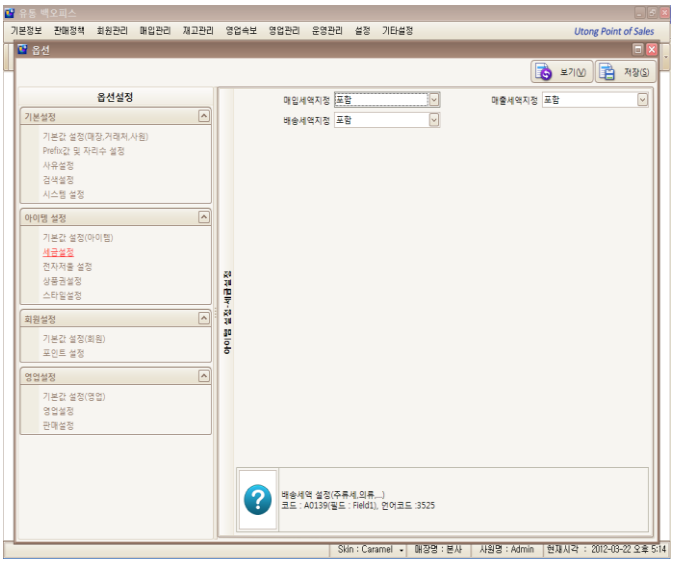
3.6 Setup a Basic Value(item)

Menu for managing item basic setup.

1. Category for new item: Setup a basic category when creating a new item.
2. Barcode type: Setup a basic barcode type when creating a new item.
3. Inventory unit: Setup a basic inventory unit when creating a new item.
4. Classify rental: Setup a basic rental when creating a new item.
5. Rental unit: Setup a basic rental use when creating a new item.
6. Apply discount: Setup a basic discount when creating new item.
7. Classify EBT: Setup basic EBT use when creating a new item.
8. Accumulate point: Setup basic point use when creating a new item.
9. Generalitem -> Box item: Setup basix box item use when creating a new item.
10. Barcode duplicate check: Setup basic barcode duplicate check when creating a new item.
11. Create automatic barcode: Setup automatic barcode creation when creating a new item.
12. barcode maximum digit: Setup a maximum digit for barcode
13. Create automatic barcode (Prefix): Setup letters when creating barcode automatically.
14. Last digit of Sales unit price: Setup last digit of sales unit price. (cutoff, rounds)
15. Setup the last digit of sales unit price: Setup the last digit number of sales unit price.
16. Profit compared to sales: Select profit compared to purchase or sales.
17. Report fees:
    - Real time: processes fees depending on the sales report.
    - Setup data processing: processes fees depending on registered fee.

3. Option

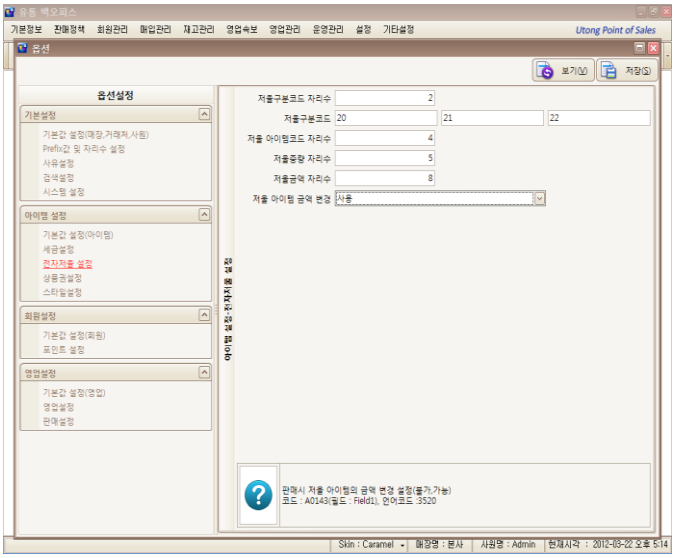
3.7 Setup Tax



Menu for managing basic tax setup.

Setup basic tax amount for Purchase/sales/shipping

3.8 Setup Electronic scale



Menu for managing basic electroninc scale setup.

1. Classify scale code digit: Setup a code digit for scale. This will be used for Electronic scale item setup.
2. Scale code: Setup letters for scale item.
3. Scale item code digit: Setup up code digit for scale item.
4. Scale weight digit: Setup digit for scale weight.
5. Scale amount digit: Setup digit number for scale amount.
6. Change Scale item amount/number: Setup change amount/number for scale item.
7. Last digit for Scale unit price: Set up the last digit for scale item amount.

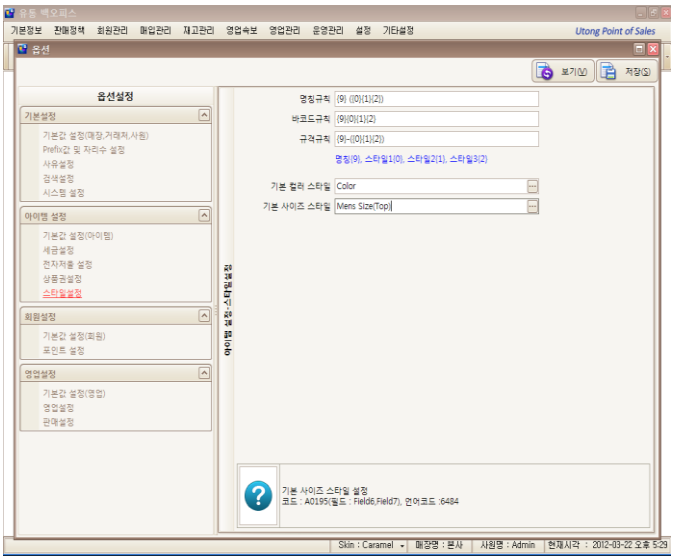
3. Option

3.9 Setup Voucher

Menu for managing voucher setup.

1. Select if you will use Recharge voucher/balance return voucher/return voucher.
2. Recharge voucher : rechargeable voucher
3. Balance return voucher: A voucher that you may get back remaining balance.
4. Return voucher: One time use voucher, no refunds for remaining balance.
5. Payment type: Setup a payment type for balance return voucher.
6. Issue a voucher when refunding payment.
7. Voucher type: Setup a type of voucher when refunding payment.
8. Screen option: Select if you setup voucher screen.
9. Setup expiration date for voucher: Select if you setup an expiration date for voucher.

3.10 Setup Style

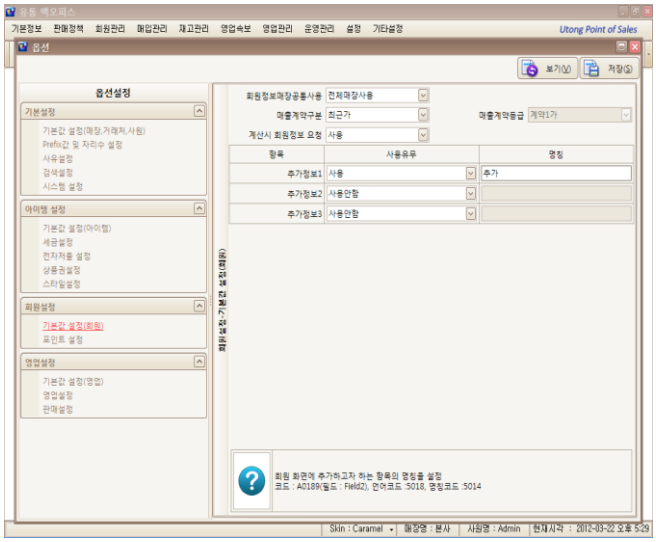


Menu for managing stype setup.

1) Name rule: Setup a name rule for style items.
2) Barcode name: Setup a rule for barcode names.
3) Standard rule: Setup a standard rule.
4) Basic color style: Setup a basic color style when creating style items.
5) Basic size style: Setup a basic size style when creating style items.

3. Option

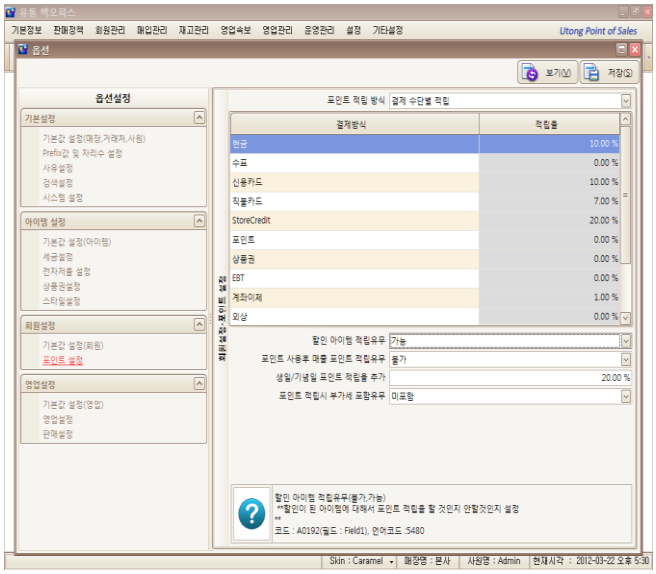
3.11 Setup a Basic Value (customer)



Menu for configuring a customer's basic value.

1. Common use for Customer Information Store: Setup a .store's customer information.
2. Classify sales contract: Seup a basic value when creating new customer.
3. Sales contract level: Setup a sales contract price according to sales contract level.
4. Request customer Information during payment: Select if you setup a request for customer information during payment.
   - Setup if you will not use this in some stores.

3.12 Setup Point



Manu for managing point setup.

1. Point saving method: Setup a method for point saving.
   - Depending on Sales: Enter points according to sales amount.
   - Depending on payment: Enter points according to payment method.
   - Depending on Customer level: Enter points according to customer level.
   - Customer level + Payment method : Enter points according to both factors.
2. Save Discount item: Select if you will save points for discounted items.
3. Save sales point after using points: Select if you will save points for remaining amounts.
4. Add points for birthday/anniversary: Enter % of points you will save on birthday/anniversary.
5. Include surtax when saving points: select if you will include surtax for saving points.

3. Option

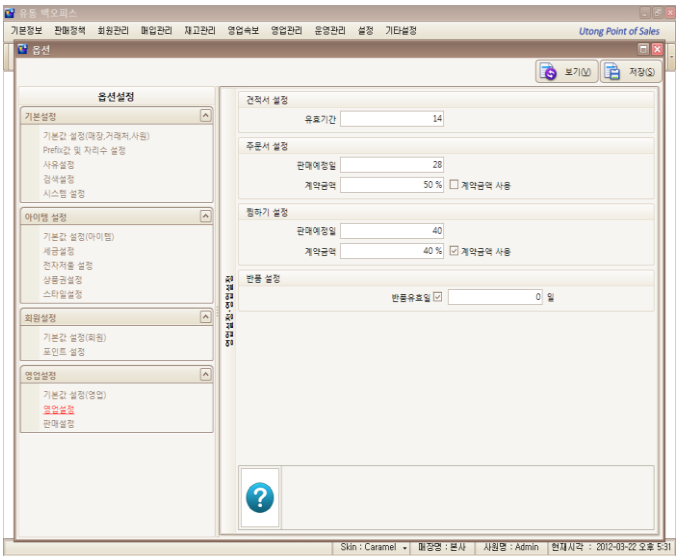
3.13 Setup a Basic Value (Sales)

Menu for managing basic value setup.

1. Maximum amount of cashier in amount: Setup the maximum amount for opening.
2. Cashier Out: Setup if you will use cashier out function
3. Check employee's time card: Setup if you will use the time card function.
4. Hide sales details: Setup if you will share sales details with employees.
5. Setup closing
   - Automatic EOD: Transaction dates are changed on certain period of time, and it is used in general stores that don't need closing task.
   - Daily EOD: You may have closing processes every day, and it is used in general stores that need closing task.
   - Blind closing: This is an option tha allows you to have closing tasks on random date or time. After EOD, the dates cannot be changed so you need to cancel a closing data if you need to make sales.
6. Business closing time: Setup the closing time in 24 hour standard.
7. Hide sales detail: Setup if you will share sales details for all employees.

3. Option

3.14 Setup Sales



Menu for managing sales setup.

1. Setup an expiration date for a quote: Setup Setup an expiration date for a quote
2. Setup a PO
   - Sales date: Setup an expiry date for a PO.
   - Contract amount: Setup a basic contract amount out of entire amount.
3. Setup a Layaway
   - Sales date: Setup a sales date for layaway.
   - Contract amount: Setup a basic contract amount out of entire amount.
4. Setup a refund
   - Expiry date for refund: Select if you will use this function.

3. Option

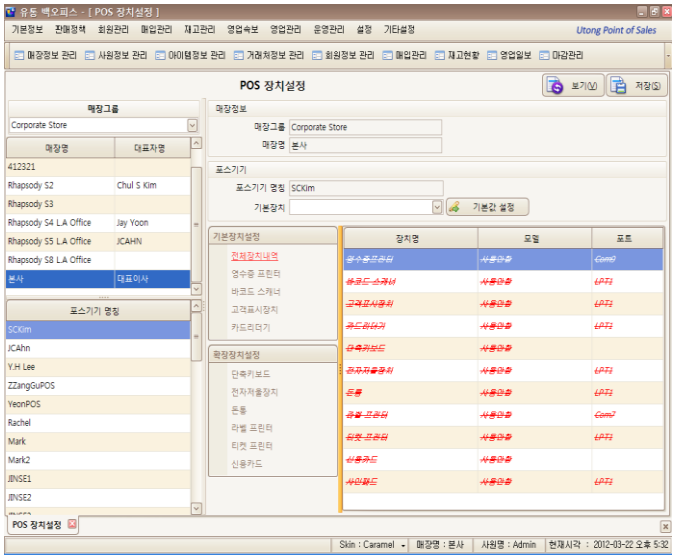
3.15 Setup Sales

Menu for managing sales setup.

1. Sort order scanned items: Setup a sort order for sold items on POS.
   - Inverse order: displays items on the upper part that are selected recently.
   - Right order: displays items on the upper part that are selected first.
2. Number for identical items: Setup if you want to sell separately or together.
3. Block sales for harmful products: Setup if you will use this option on POS.
4. Apply customer unit price on POS: Setup if you will use the unit price that is entered when creating the customer.

4. POS Setup

4.1.1 Setup POS Device (Entire Device Detail)

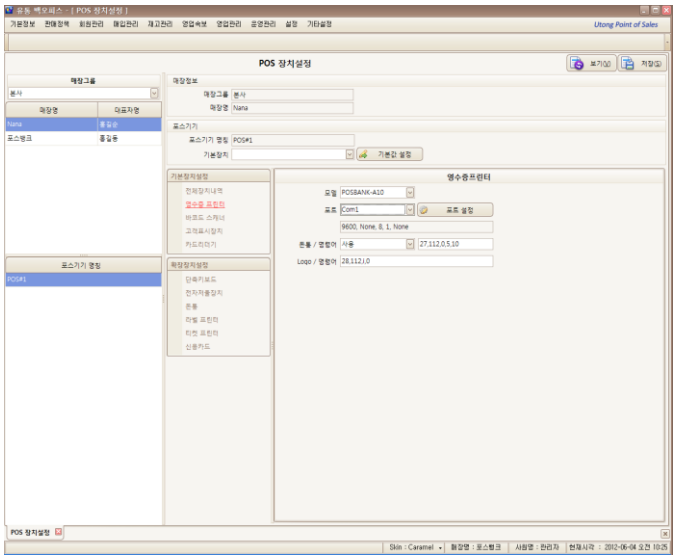


Menu for searching POS device setup.

1. Select a store.
2. Setup a POS in the store.
3. Installation wizard will help you to install POS device.

Setup a basic value and select a device on the screen.

4.1.2 Setup POS Device(receipt printer)

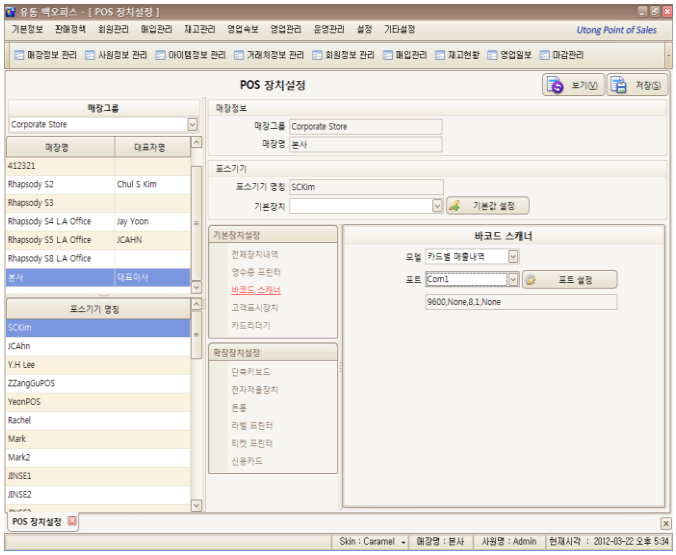


Menu for configuring a receipt printer.

1. Model: Setup the printer model in use.
   - OPOS Printer: select if your printer supports OPOS driver.
2. Port: Select either COM or LPT port.
3. Cash drawer/command: Select if you use cash drawer or not, and enter a command. (OPOS)
4. LOGO/command: Enter a command if you print a image saved in your printer.

4. POS Setup

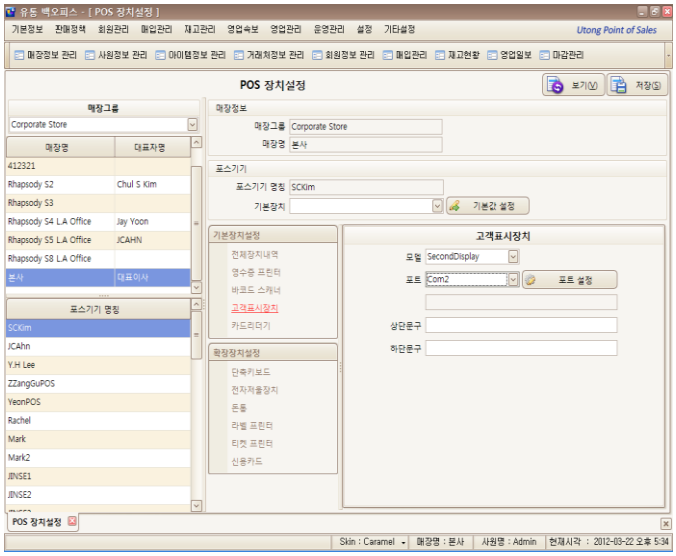
4.1.3 Setup POS Device (barcode scanner)



Menu for configuring barcode scanner.

1. Model: Setup a barcode scanner model you will use in system.
2. Port : Setup connection information and port when using serial scanner barcde.

4.1.4 Setup POS Device (customer display)

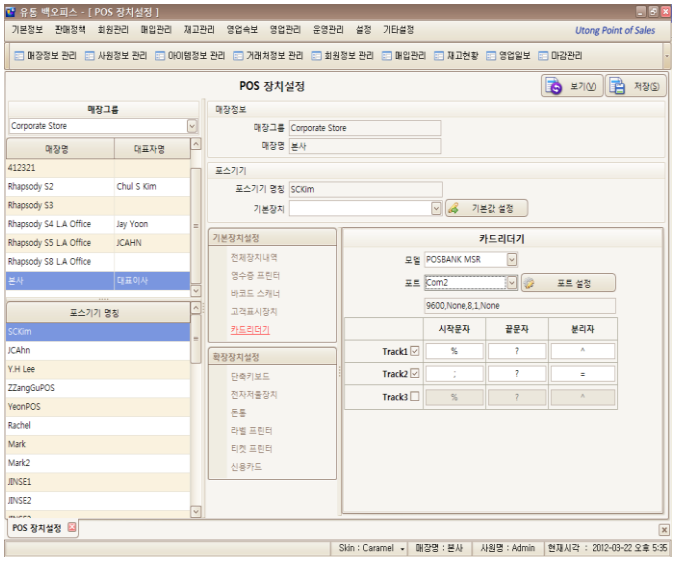


Menu for setting up a customer display.

3. Model: Setup a customer display you will use.
4. Port : Setup connection information and port when using customer display.
5. Upper / lower sentence: Setup a initial sentence.
6. Number of lines/rows: Setup the number of lines/rows on customer disaplay
.

4. POS Setup

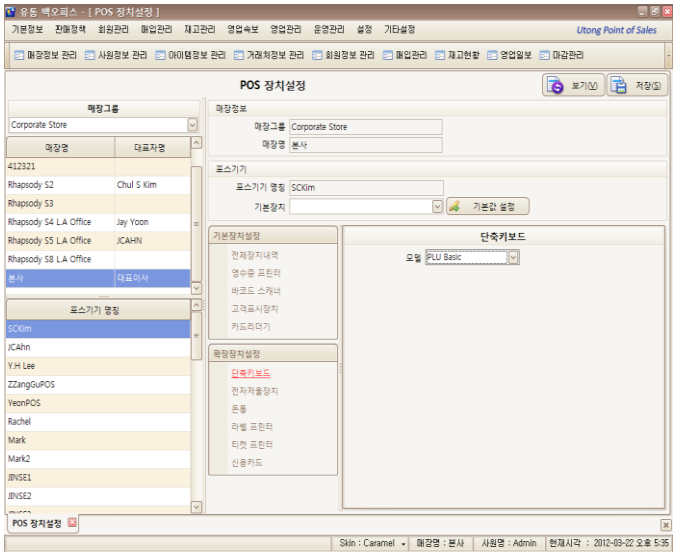
4.1.5 Setup POS Device (card reader)



Menu for setting up card readers.

1. Model: Setup a MSR you will use in system.
2. Port : Setup connection information and port for POS.
3. Track1, Track2, Track3 : Select if you use MSR, setup the first and the last letter.

4.1.6 Setup POS Device (PLU keyboard)

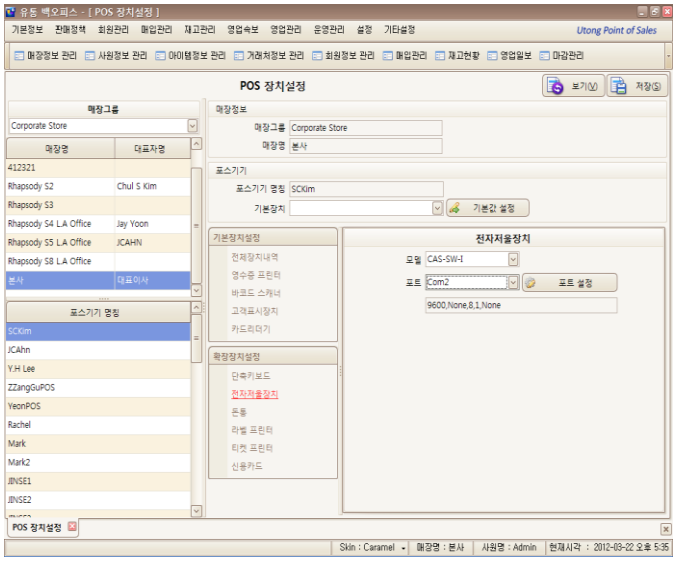


Menu for setting up PLU keyboard.

1. Model : Select a PLU keyboard you will use.

4. POS Setup

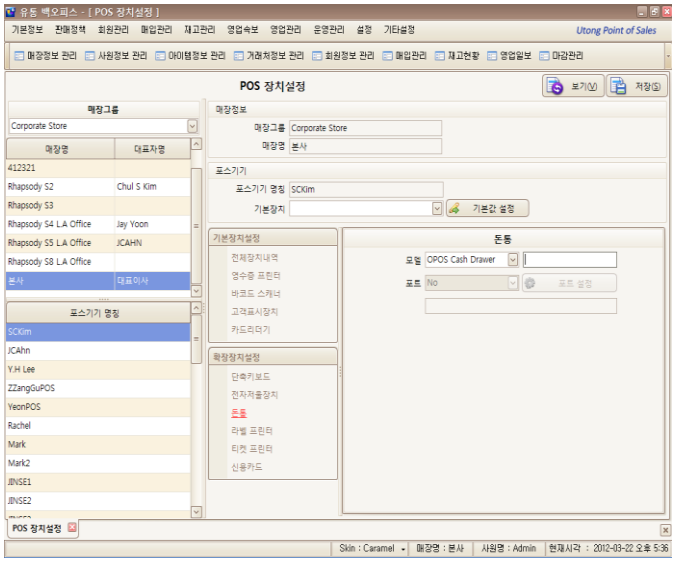
4.1.7 Setup POS Device (Electronicscale)



Menu for setting up electronic scales.

1. Model : Select an electronic scale you will use.
2. Port : Setup connection information and port for POS.

4.1.8 Setup POS Device (Cash drawer)

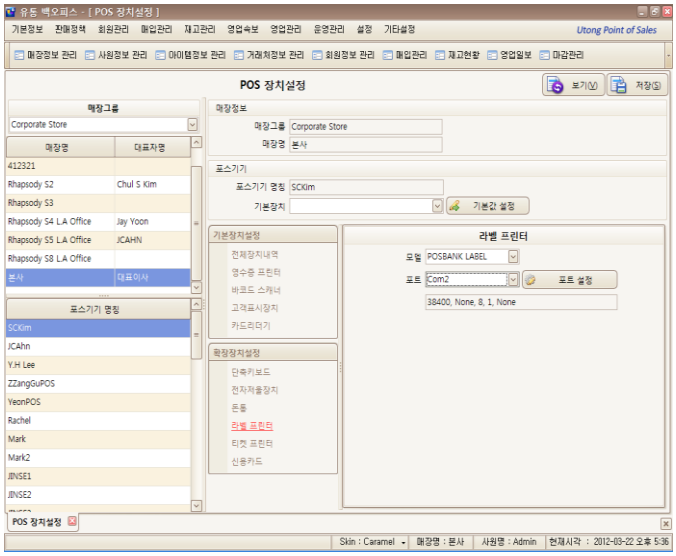


Menu for setting up cash drawers.

1. Model : Select a cash drawer you will use.
2. Port : Setup connection information and port for POS.
3. Cash drawer opens without setup when connecting to printer.

4. POS Setup

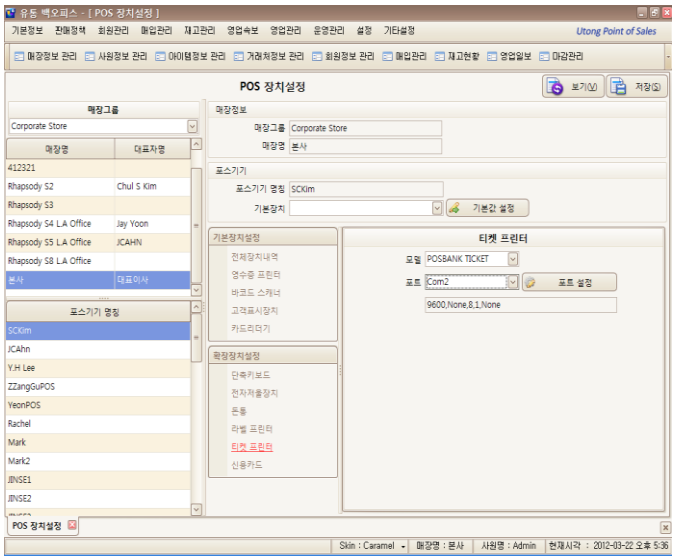
4.1.9 Setup POS Device (Label printer)



Menu for setting up label printers.

1. Model : Select a label printer you will use.
2. Port : Setup connection information and port for POS.

4.1.10 Setup POS Device (Ticket printer)

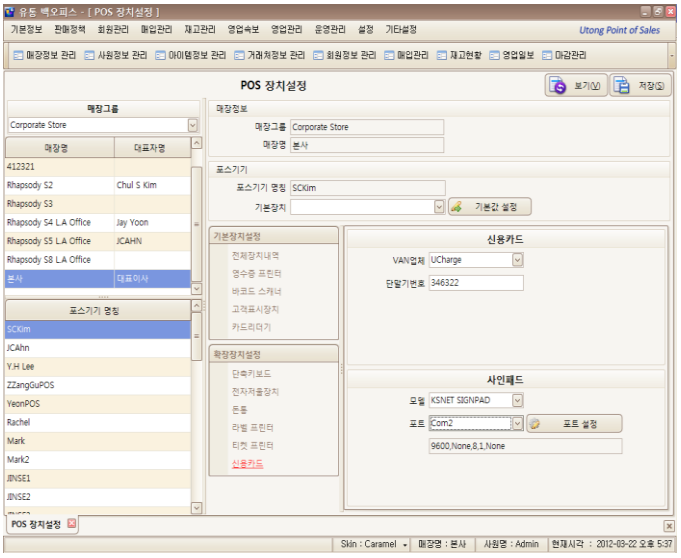


Menu for setting up ticket printers.

1. Model : Select a ticket printer you will use.
2. Port : Setup connection information and port for POS.

4. POS Setup

4.1.11 Setup POS Device (Credit card)

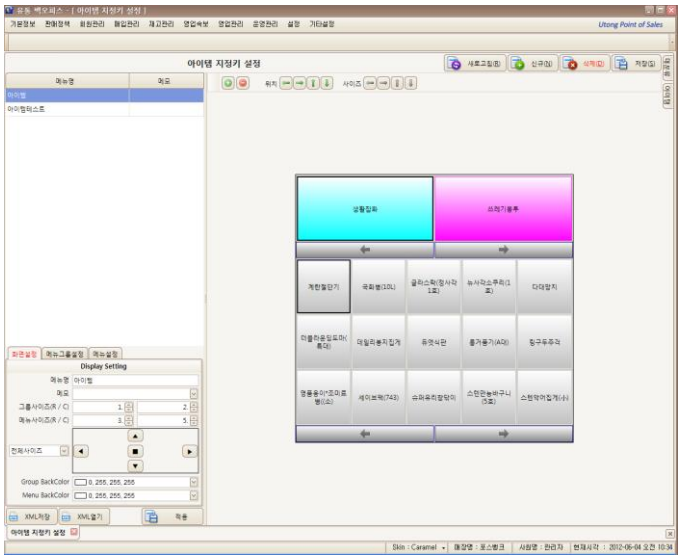


Menu for setting up credit cards.

Different setting will be used.
POSBANK PAYMENT program will be used.

4. POS Setup

4.2.1 Setup item keys(Screen Setup)



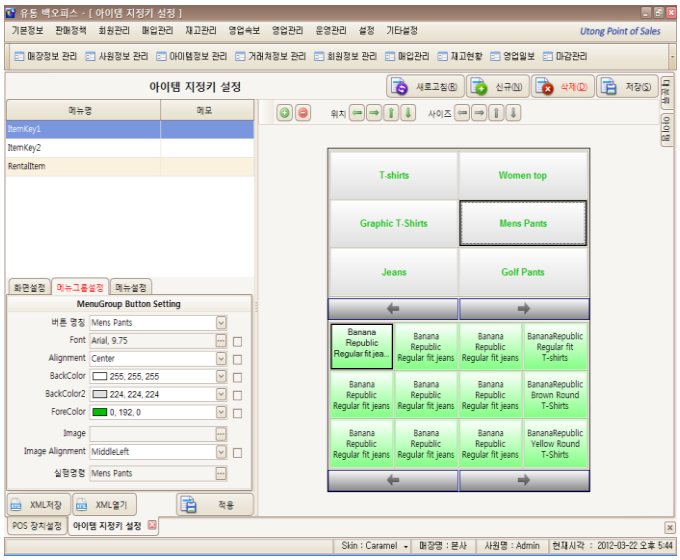
Menu for setting up screen setup.

You may setup menu group and item location on this menu.

1. Menu name: Enter the name of screen.
2. memo: Enter memo
3. Group size(R/C): You may increase or decrese the size of upper part of the menu screen.
   (Ex: Two rows are created on one line if 1 or 2.)
4. Menu size(R/C): You may increase or decrese the size of lower part of the menu screen.
   (Ex: Five rows are created on one line if 3 or 5.)
5. Size: Setup intervals on the right using an arrow.
6. Group BackColor: You may decide a background color for upper part of the menu screen.
7. Menu BackColor: You may decide a background color for lower part of the menu screen.

4. POS Setup

4.2.2 Setup item keys (Setup Menu group)



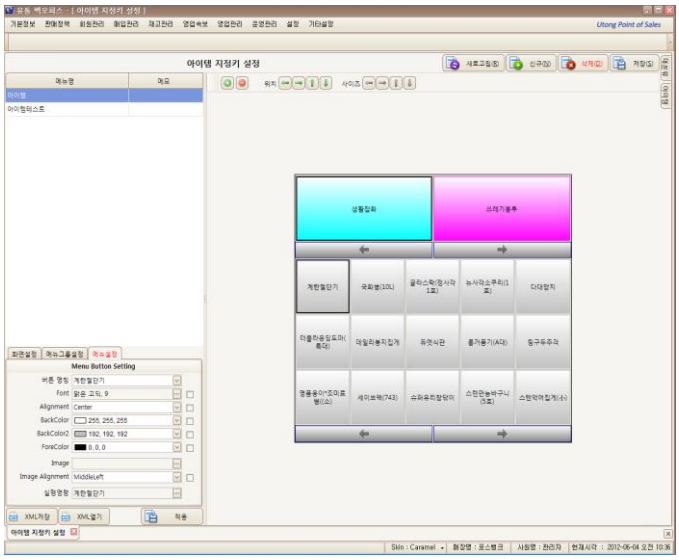
Menu for setting up menu group.

You may setup menu group on this menu.

1. Button name: Setup a name of menu group.
2. Font: Select a type of font.
3. Alignment: Option that you may move the location of different buttons.
4. Back Color: Option you may select the background color on menu group button.
5. BackColor2: Option you may select lower background on menu group button.
6. ForeColor: Option you may select the letter color on menu group button.
7. Image: Option you may insert an image on menu group button.
8. Image Alignment: Option you may move buttons.
9. Command: Option you may select category on menu group button.

4. POS Setup

4.2.3 Setup item keys (Setup Menu)



Menu for setting up item keys.

You may manage options for group menu.

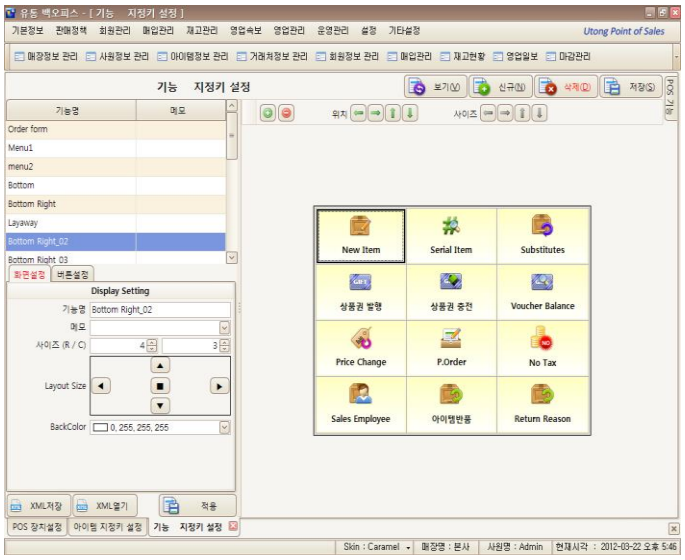
1. Button name: Select a name of button of item on the menu screen.
2. Font: Select a font on the menu button.
3. Alignment: An option you may move the location of menu buttons.
4. BackColor: An option you may select upper background of menu buttons.
5. BackColor2: An option you may select lower background of menu buttons.
6. ForeColor: An option you may select a letter color of menu buttons.
7. Image: An option you insert an image of menu buttons.
8. Image Alignment: An option you can move images of menu buttons.
9. Command: An option you may select items for menu buttons,

Tip: Always check and always save the details after you press [Apply] button.
Tip2: There are icons called [Main category] and [Item category] on the upper right corner on the item keys setup screen. If you need to setup men group, select a category and drag it to where you need to put.

You may find names of functions you entered in the past. If you select one of these, the function menu will be displayed on the right middle of the screen. If you need to setup a new function from the beginning, click [New] and setup.

4. POS Setup

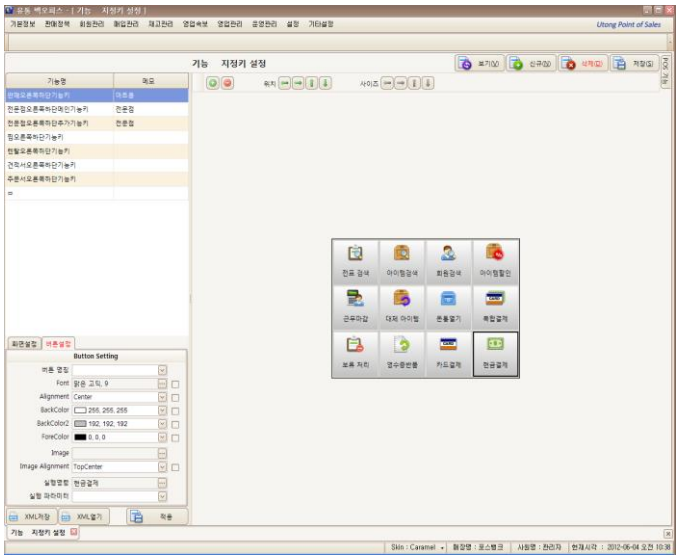
4.3.1 Setup item keys (Setup screen)



Menu for setting up item keys.

4. POS Setup

4.3.2 Setup Function Buttons (Setup button)



Menu for setting up function buttons.

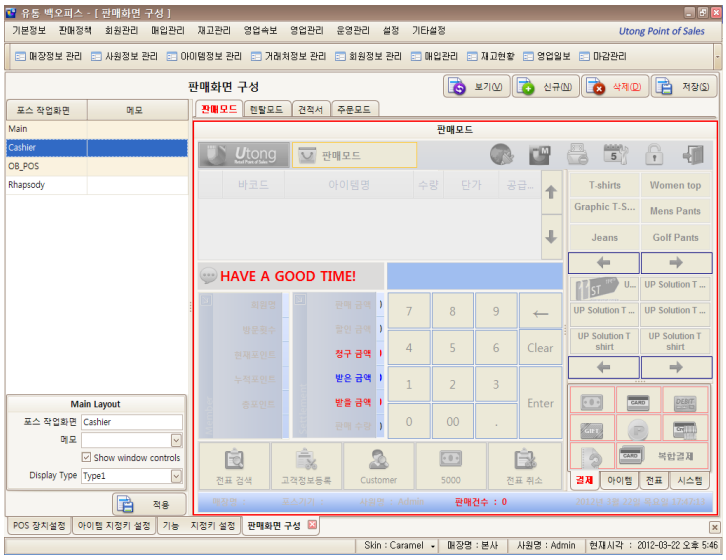
You may manage basic setting for function buttons.

1. Button name: Setup a button name on the function menu screen.
2. Font: An option you may select a font for button on the function menu screen.
3. Alignment: An option you can move the location of the buttons. Left->Right, Up->Down
4. BackColor: You may select an upper background color of the buttons.
5. BackColor2: You may select a lower background color of the buttons.
6. ForeColor: You may select a letter color of a button.
7. Image: You may insert an image on a button.
8. Image Alignment: You may move location of inserted image on a button.
9. Command: Setup a real function of a button.
10. Executing parameter: You are able to setup according to certain key value.

Tip: There is a category icon called [POS function] on the right upper part, as you may see this on item keys setup menu.

4. POS Setup

4.4.1 Compose Sales Mode



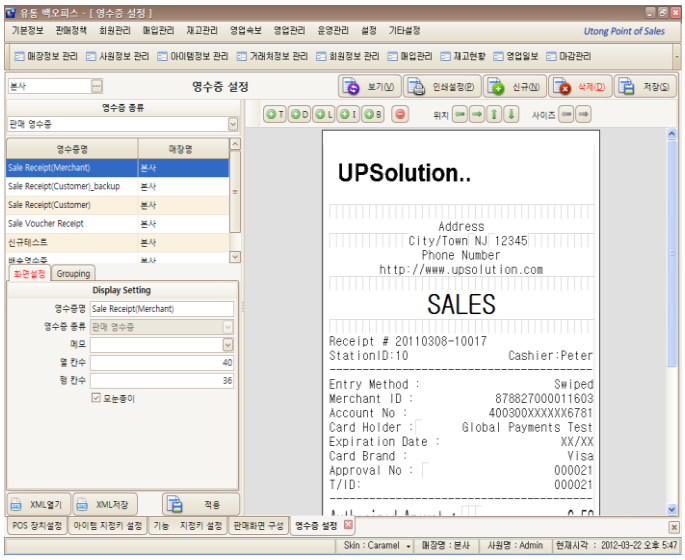
Menu for composing the sales mode.

You may manage screen mode for POS sales.

1. Main Layout
   - POS screen: Create a name on POS screen.
   - Disply Type: Setup the entire POS screen.
2. Setup and save Sales mode/LAYAWAY mode/rentalmode/Quote mode/order mode.
3. Saved layout will be used on POS program.

4. POS Setup

4.5.1 Setup Receipt (Screen Setup)



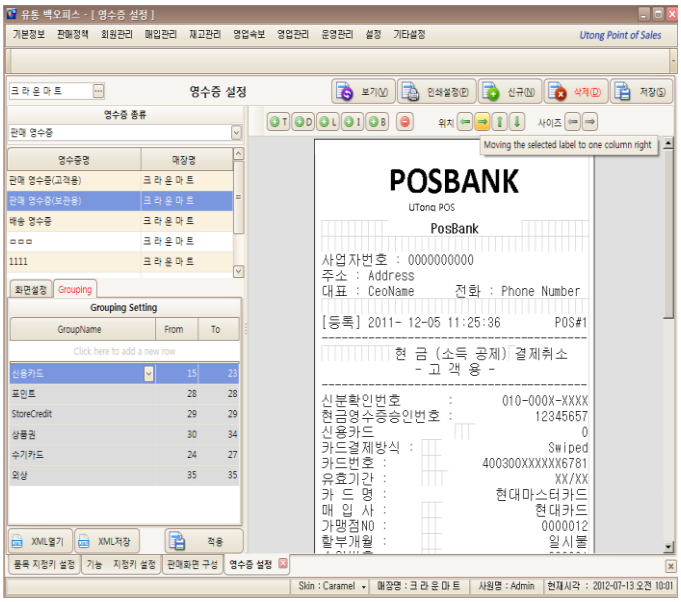
Menu for setting up receipt.

You may setup a receipt format printed on POS.
User may create 12 different receitps and use for sales.

1. Function button
   +T: Icon creating text label.
   +D: Icon creating data label.
   +L: Icon creating line label.
   +I: Icon creating image label.
   +B: Icon creating barcode label.
2. Setup screen tab
   - Receipt name: Enter a name of receipt.
   - Type of receipt: Select a type of receipt.
   - Number of columns: Designate the number of columns.
   - Number of rows: Designate the number of rows.
   - Graph paper: Select if you will use graph paper or not.

4. POS Setup

4.5.2 Grouping

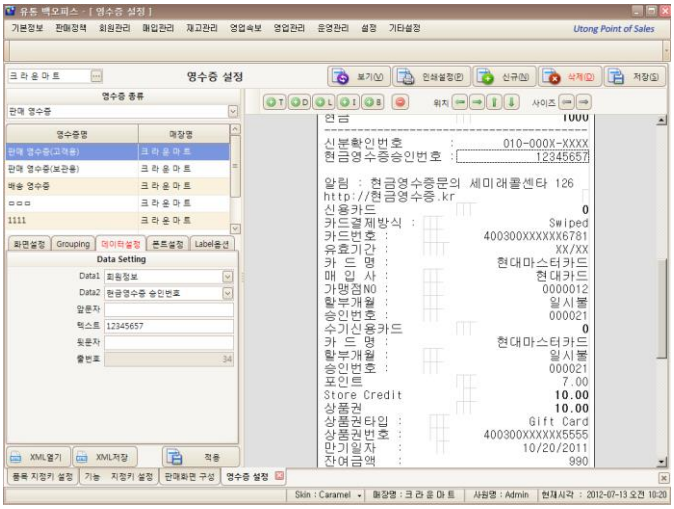


Menu for configuring payment grouping.

You may manage group on receipt line. Setup for printing certain information.

1. New
: Setup new payment and line using Click here to add a new row, and apply by adding label and data on receipt format.
2. Revise
: Select an existing group and apply after reviseing line number.

4.5.3 dataSetup



Menu for configuring data.

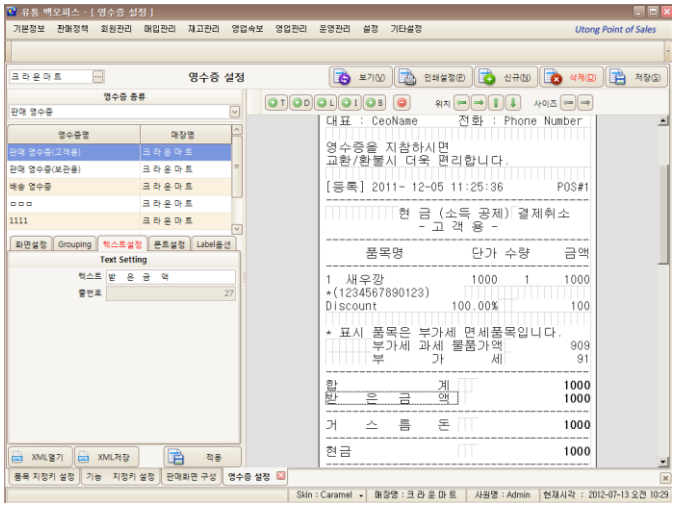
A tab that shows when you use +D icon on the upper side.

This menu may be used to print searched data or payment information on POS.

1. Data1: Setup a receipt location group
2. Data2: Setup the output value.
3. Fornt/Back letter: Setup letters that will be displayed in front and the back.
4. Text: Setup the number of printed letter of data.
5. Line number: Line location value that will be printed on receipt.

4. POS Setup

4.5.4 Text Setup

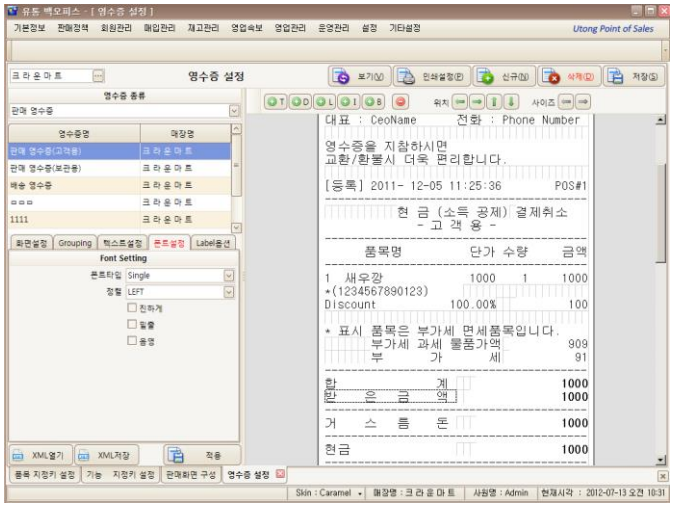


Menu for configuring text.

A tab that shows when you use +T icon on the upper side.

1. Text: Enter text you need.
2. Line number: Line location value that will be printed on receipt.

4.5.5 Setup Font



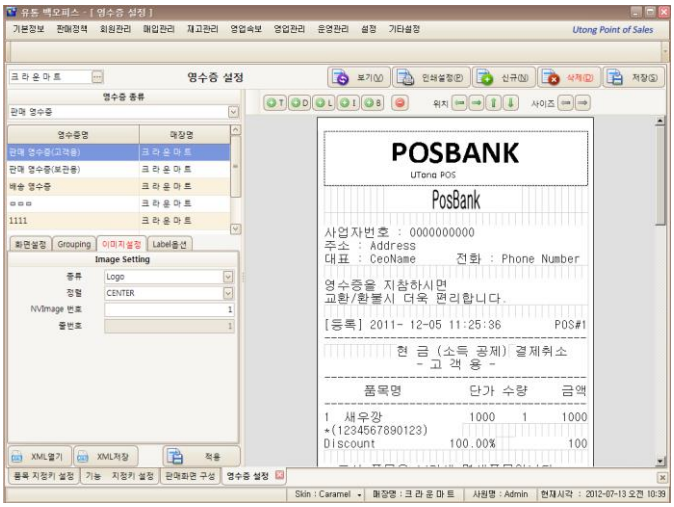
Menu for configuring font.

This menu manages font setup on receipt.

1. Font type: You may setup a type of font. The types are Single/DoubleWide/DoubleHigh/DoubleWideHigh
2. Sort: Option that you may move a letter from left to right, and upside down.
3. Bold/Underline/shadow

4. POS Setup

4.5.6 Setup Image

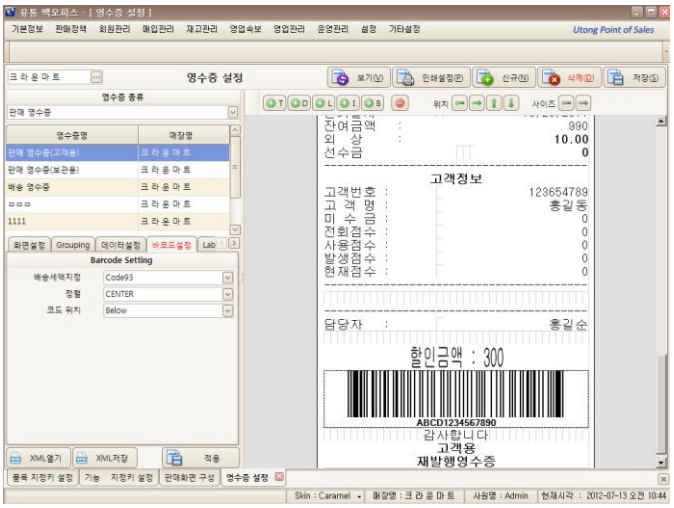


Menu for configuring print image.

This menu enables users to setup print image on receipt.

1. Type: You may select logo and signature.
2. Sort: An option that you may move image.
3. NVImage number: An option you may setup NVImage number.

4.5.7 barcodeSetup



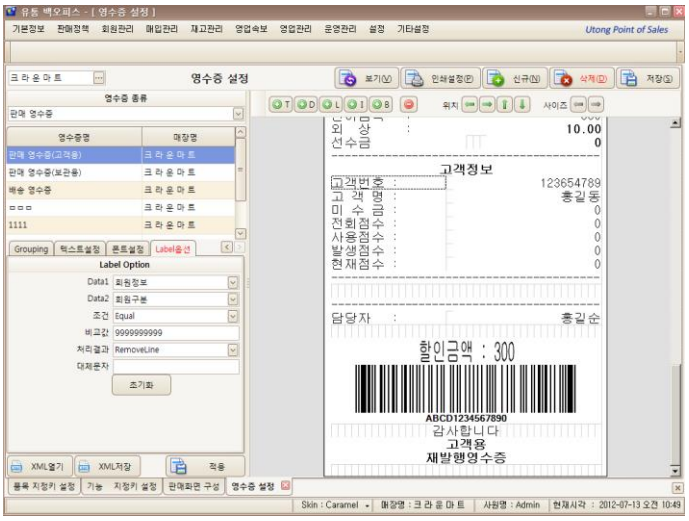
Menu for configuring barcode output.

This menu enables users to setup a barcode printed on receipt.

1. Designate barcode: This is an option to setup a barcode type.
2. Sort: This is an option for moving barcode location.
3. Code location: This is an option for selecting code location.
   - None: An option for not entering code.
   - Above: An option for entering code location on the upper side.
   - Below: An option for entering code location on the lower side

4. POS Setup

4.5.8 Label Option



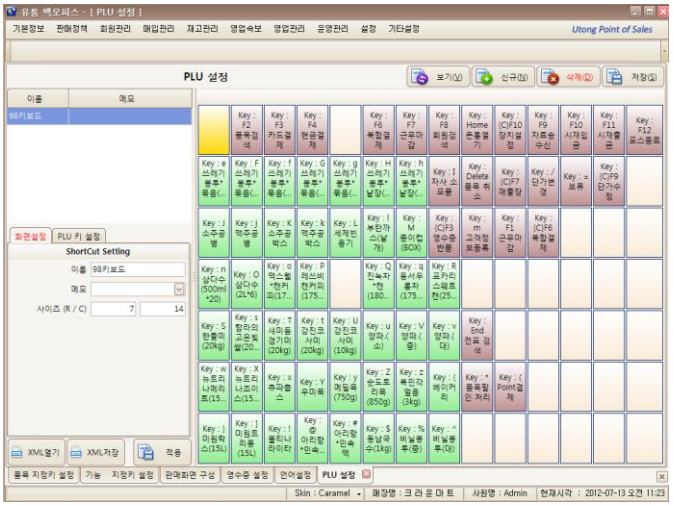
Menu for configuring labels.

This menu enables users to setup label options used on receipt.

1. Data1: Displaying main category of data.
2. Data2: Displaying data value.
3. Condition: Setup condition for comparing value.
4. Comparing value: Setup a value that will be compared to Data2.
5. Result of process: Setup if you output or not.
6. Alternative character: Characters that will be shown instead of Data2.

4. POS Setup

4.6.1 PLU Setup (Screen Setup)

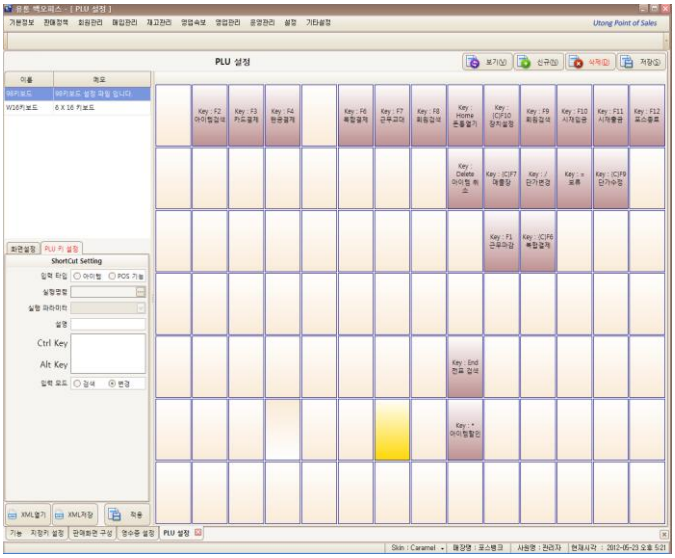


Menu for configuring PLU Key Setup.

This menu enables users to manage setup for PLU keys.
Select 84, 98, 111 PLU Key and setup.

1. Name: Setup names that will be used for PLU keys.
2. Size: Setup number of rows on PLU keyboard.

4.6.2 PLU Setup (PLU key Setup)



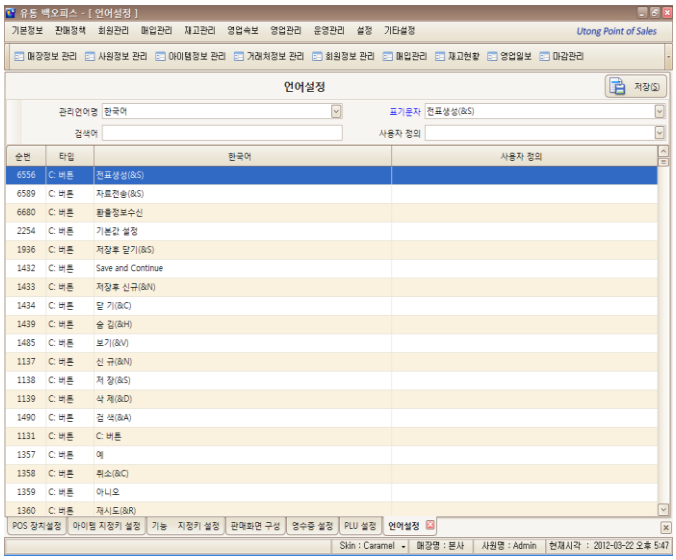
Menu for configuring PLU Key Setup.

This menu enables users to setup PLU key value.

1. Enter type: set up an item or a function.
2. Command name: If you select item on Enter type, it searches item and its functions.
3. Executing parameter: Create characters that will show on the screen.
4. Crlr Key/Alt Key: Designate value for PLU keys.
5. Enter mode :
   - Search: Search if keyboard shortcut is in use.
   - Change: It is able to change by keyboard shortcut.
6. XMLopen/save: Open and save using XML format.

5. Language

5.1 Language



Menu for setting-up language.

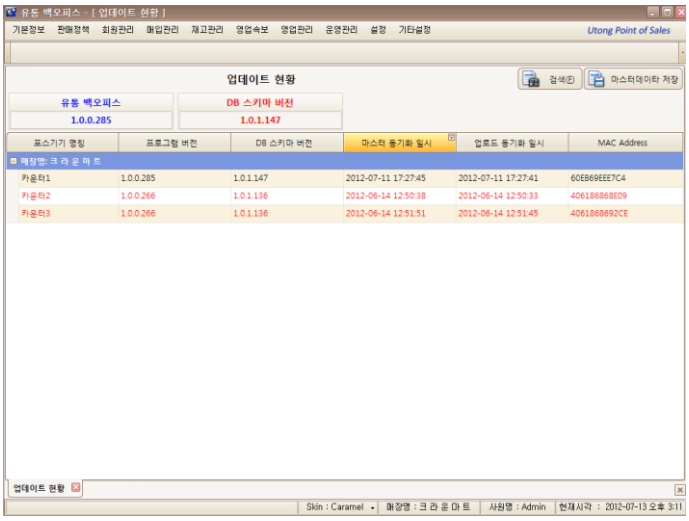
This menu enables users to manage language used in system.

1. Manage language name: Setup a language in use.
2. Written character: Enter character that will display on the screen.
3. Search word: Search a wanted character or number on language setup screen.
4. Customization: Customize so that it's easy to understand.

OTHER SETUP

1. Program

1.1 Update status



Menu for searching program version or system status.

This menu enables users to search program version or system status.

1. Backoffice : Version Information.
2. DB Skima version : Version Information.
3. Search the POS version Information/DB SkimaInformation/Synchronization/ Date/MAC Information by POS terminal.

2. Database

2.1.1 Backup / Restore

Menu for processing DB backup/restore.

This menu enables users to restore or back database.

1. Backup: Backup currently using DB in certain location.
2. Restore: Select DB that can backup and restore it to be used.

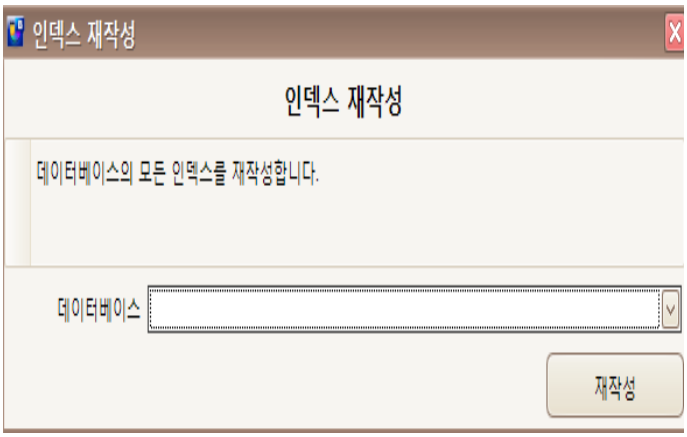
2.1.2 Data Initialization

Menu for initializing DB setup.

This menu enables users to initialize database.
Select item/supplier/customer/employee/customer and all information will be initialized except the selected ones.

2. Database

2.1.3 Rewrite Index



Menu for setting up DB index Information.

This menu enables users to re-setup index for either Backoffice or POS Database.